

**Report to the Governor,  
Co-Chairs of the Joint Legislative Committee on Capital  
Improvement Program,  
Members of the 149th 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 2018**



STATE OF DELAWARE  
DEPARTMENT OF FINANCE  
OFFICE OF THE SECRETARY

RICHARD J. GEISENBERGER  
SECRETARY OF FINANCE

October 2018

The Honorable John C. Carney  
Carvel State Office Building  
820 N. French Street  
Wilmington, DE 19801

Dear Governor Carney:

I am pleased to provide the annual report on the activities of the Delaware Council on Volunteer Fire Service (the "Council"), a fund administered by the Department of Finance. The report not only provides a summary of the Council's activities during the past year, it also gives an accounting of the Revolving Loan Fund's (the "Fund") 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 has proved to be another successful year. In fiscal 2019, the Fund was rewarded with an additional \$1 million appropriation proving that the Administration and the General Assembly recognize the Fund's value to Delaware's fire and emergency services communities. The Council endeavors to make the Fund the most affordable way to modernize equipment and facilities. To that end, the Council will begin collecting data regarding the cost of alternative funding sources. And, with the continued growth and success of the Fund, the Council's goal is to continue to minimize the amount of alternative funding required for new equipment or facilities.

In total, 34 loans totaling \$5,544,451 have been originated since the Fund's inception on total appropriations of \$3 million. Seventeen loans remain outstanding owing \$2,434,724 in principal. With three loans pending approval, the balance available for lending is \$838,117. All loans are current.

The Council and I remain committed to continue making this low interest funding source available to fire companies to support their public safety goals.

Sincerely,

Richard J. Geisenberger, Secretary of Finance  
Chair, Delaware Council on Volunteer Fire Service

Attachments

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

Table of Contents

I.	Summary Report	.....	1
II.	Activity Report	.....	4
III.	Payment Schedule	.....	17
IV.	Loan Portfolio Summary	.....	18
V.	List of Applicants and Loans Awarded	.....	19
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, was enhanced with an additional \$1 million appropriation in fiscal 2014 and, as evidence of its continuing need, was awarded an additional \$1 million appropriation in fiscal 2019. The Fund is administered by the Department of Finance.

### DELAWARE COUNCIL ON VOLUNTEER FIRE SERVICE

Since the last annual report filed in October 2017, the Delaware Council on Volunteer Fire Service (the “Council”) held meetings on January 31, 2018, June 6, 2018, September 4, 2018 and a fourth meeting is scheduled for December 5, 2018. The council is made up of the following membership:

- Richard J. Geisenberger, Chair, Delaware Council on Volunteer Fire Service and Secretary of Finance;
- Kenneth A. Simpler, Delaware State Treasurer;
- \*Richard T. Perillo, appointed by Theodore H. Walius, President, Delaware Volunteer Firefighter’s Association (DVFA);
- Alan Robinson, Vice Chairman, Delaware State Fire Prevention Commission;
- Ray Stevens, appointed by the President of the Sussex County Firefighter’s Association;
- Michael D. Layton, appointed by the President of the Kent County Firefighter’s Association; and,
- Ed Barlow, appointed by the President of the New Castle County Firefighter’s Association

Non-voting member of Council:

- Warren Jones, Delaware Volunteer Firefighter’s Association
  
- \*In September 2018, Bill Betts, Jr. was appointed President of the DVFA replacing Theodore H. Walius. Richard T. Perillo returned to the position representing the New Castle County Firefighters Association.

## COUNCIL ACTION

The Delaware Council on Volunteer Fire Service continues to try to adapt its program to the needs of its volunteer fire companies, maximizing funding opportunities for the benefit of volunteer fire and emergency service companies. In 2018, the Council amended its guidelines to:

- 1) increase the limit on loans for vehicle rehabilitation purposes from \$35,000 to \$70,000 to accommodate the increasing number of companies that are stretching the life of ambulances by mounting a used compartment for patients on a new chassis platform;
- 2) explicitly allow companies to borrow for fire police and command vehicles as light duty vehicles; and,
- 3) amend the loan application to request the cost of alternative financing in an effort to capture savings to fire and emergency service departments through the use of the revolving fund.

## REVOLVING LOAN FUND ACTIVITY

Since the last annual report, three loans were originated. In New Castle County, Five Points Fire Company was awarded a loan of \$70,000 to rehabilitate an ambulance with a new chassis. The company's 2011 model was creating excessive repair expenses.

In Sussex County, the Selbyville Volunteer Fire Company applied for and received a loan of \$250,000 toward the cost of a 2019 Typhoon Rescue Pumper. The total cost of the pumper, which replaced a 30 year old model, was \$717,387. An additional loan of \$150,000 from a second lending source is required to fully fund the pumper.

After the Selbyville loan was paid from the fund, the balance fell to zero.

However, House Bill 475 of the 149<sup>th</sup> General Assembly, the Bond and Capital Improvements Act, appropriated an addition \$1 million to the revolving loan fund. As a result, a third loan was awarded to Dagsboro Volunteer Fire Department for \$161,883 for a new ambulance replacing a 2009 model.

The current balance of the fund is \$838,117 and three applications are awaiting disposition by the Council at its next meeting. Wilmington Manor Volunteer Fire and Laurel Fire Department have each applied for a \$175,000 loan for a new ambulance and Laurel has a second application in for a \$70,000 loan to rehabilitate a second ambulance.

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.

A history and recap of the loan portfolio since inception is shown below.

**History and Recap of Activity Since Inception  
through October 15, 2018**

	<b>Appropriation Amount</b>
Initial Funding - 2006 H.B 315, Grant-in-Aid	\$ 1,000,000
Supplemental Funding - 2014 S.B 145, Capital Budget	1,000,000
Supplemental Funding - 2019 H.B 475, Capital Budget	<u>1,000,000</u>
	<u><u>\$ 3,000,000</u></u>

**Total Loans Made from the Fund by County**

	<b>No. of Loans</b>	<b>Total Loan Value</b>
New Castle County	13	\$ 2,366,676
Kent County	13	1,350,692
Sussex County	8	<u>1,827,083</u>
		<u><u>\$ 5,544,451</u></u>

**Reconciliation:**

Funding Available for Lending	\$ 838,117
Loan Receivables (Principal Only)	<u>2,434,724</u>
Assets Available to the Fund	\$ 3,272,841
Original Appropriation Amount	<u>\$ (3,000,000)</u>
Premium Paid by Companies	<u>\$ 272,841</u>
Total Loans Made since Inception	\$ 5,544,451
Less: Payments Made by Companies	(3,382,568)
Plus: Premium Paid by Companies	<u>272,841</u>
Loans Receivable (Principal Only)	\$ 2,434,724
Funding Available for Lending	<u>\$ 838,117</u>
Assets Available to the Fund	<u><u>\$ 3,272,841</u></u>

**Delaware Volunteer Fire Revolving Loan Fund  
Activity Report  
FSF Appropriation No. 21187  
October 15, 2018**

		<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>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  
October 15, 2018**

			<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  
October 15, 2018**

			<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	

**Delaware Volunteer Fire Revolving Loan Fund  
Activity Report  
FSF Appropriation No. 21187  
October 15, 2018**

			<b>Available Funding</b>	
			\$ 634,437.45	
<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			
<b>Payment Received October 17, 2011</b>		\$ 195,355.65		√
			\$ 739,793.10	
<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  
October 15, 2018**

			<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			

**Delaware Volunteer Fire Revolving Loan Fund  
Activity Report  
FSF Appropriation No. 21187  
October 15, 2018**

		<b>Available Funding</b>
Frederica Fire Company - 5/20/2014	15,863.43	
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 ✓

**Loan Payments Received**

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

**Loans Awarded**

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

**Loan Payments Received**

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 ✓

**Loan Payments Received**

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

**Delaware Volunteer Fire Revolving Loan Fund  
Activity Report  
FSF Appropriation No. 21187  
October 15, 2018**

		<b>Available Funding</b>	
Indian River Fire Company	33,452.50		
Harrington Fire Company 12/22/15	18,446.37		
Harrington Fire Company 12/22/15	9,486.71		
<b>Total Payments Received December 2015</b>		159,886.90	√
		\$ 1,011,557.64	
<b>Loan Awards</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	Paid in full	
Five Points Fire Company	19,173.93	Paid in full	
<b>Total Payments Received June 2016</b>		151,509.19	
		\$ 743,573.83	√
<b>Loan Award</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	√
<b>Loan Payments Received</b>			
Claymont Fire Company	15,191.36		
Claymont Fire Company	13,158.00		
Selbyville Fire Company	34,060.12		
Rehoboth Beach Fire Company	36,703.05		
Harrington Fire Company	9,486.71		
Harrington Fire Company	13,767.60		
Harrington Fire Company	18,446.37		
Felton Fire Company	5,270.40		
Felton Fire Company	7,295.00		
Felton Fire Company	2,631.00		
Frederica Fire Company	24,068.57	Paid in full	
Hockessin Fire Company	5,032.01		
Indian River Fire Company	33,452.50		
Citizens' Hose Fire Company	9,376.49		
<b>Total Payments Received December 2016</b>		227,939.18	
		\$ 796,513.01	√

**Delaware Volunteer Fire Revolving Loan Fund  
Activity Report  
FSF Appropriation No. 21187  
October 15, 2018**

			<b>Available Funding</b>
<b>Loan Awards</b>			
Indian River Fire Company - 2/1/17	275,000.00		
Wilmington Manor Fire Company - 2/1/17	521,513.00		
<b>Total Loans Awards December 2016</b>		\$ (796,513.00)	
<b>Available Balance</b>			\$ 0.01 ✓
<b>Loan Payments Received</b>			
Claymont Fire Company #1	15,191.36		
Claymont Fire Company #2	13,158.00		
Felton Fire Company	5,270.40		
Felton Fire Company #2	7,295.00		
Felton Fire Company #3	2,631.00		
Wilmington Manor Fire Company	53,507.25		
Citizen's Hose Company No. 1	9,376.49		
Harrington Fire Company	13,767.60		
Harrington Fire Company #2	9,486.68		
Harrington Fire Company #3	18,446.41		
Hockessin Fire Company	5,032.01		
<b>Total Payments Received June 2017</b>		153,162.20	
<b>Available Balance June 2017</b>			\$ 153,162.21 ✓
<b>Loan Award</b>			
Felton Fire Company #4 (partial payment on \$212,028.25)	110,000.00		
		\$ (110,000.00)	
<b>Available Balance</b>			\$ 43,162.21
<b>Loan Payments Received December 1</b>			
Claymont Fire Company #1	15,191.36		
Claymont Fire Company #2	13,158.00		
Harrington Fire Company #4	13,843.30		
Hockessin Fire Company	5,032.01		
Rehoboth Beach Fire Company	36,703.05		
Wilmington Manor Fire Company	53,507.25		
Indian River Fire Company	33,452.50		
Indian River Fire Company	30,514.74		
Felton Fire Company	5,270.32		
Felton Fire Company #2	7,295.08		
Felton Fire Company #3	2,631.00		
Citizen's Hose Company No. 1	9,376.49		
Selbyville Fire Company	34,060.12		
<b>Total Payments Received December 1</b>		260,035.22	
<b>Balance December 1</b>			\$ 303,197.43 ✓
<b>Loan Award</b>			
Felton Fire Company #5 (final payment on \$212,028.25)	\$ 102,028.25		
Wilmington Manor Fire Company	41,457.10		
		\$ (143,485.35)	
<b>Available Balance</b>			\$ 159,712.08 ✓

**Delaware Volunteer Fire Revolving Loan Fund  
Activity Report  
FSF Appropriation No. 21187  
October 15, 2018**

			<b>Available Funding</b>
<b>Loan Award</b>			
Five Points Fire Company #3 (2/1/18)	\$ 70,000.00		
		\$ (70,000.00)	
<b>Available Balance</b>			\$ 89,712.08 ✓
<b>Loan Payments Received June 1, 2018</b>			
Wilmington Manor Fire Company	\$ 53,507.25		
Wilmington Manor Fire Company	4,257.15		
Felton Fire Company #2	7,295.00		
Felton Fire Company #3	2,631.00		
Felton Fire Company #4	11,319.12		
Felton Fire Company #5	10,477.10		
Five Points Fire Company #3	7,366.35		
		96,852.97	
<b>Balance June 1, 2018</b>			\$ 186,565.05 ✓
Hockessin Fire Company	5,035.38		
Harrington Fire Company #4	13,843.30		
Citizen's Hose Company No. 1	9,455.66		
Claymont Fire Company #1	15,191.36		
Claymont Fire Company #2	13,158.00		
		\$ 56,683.70	
<b>Available Balance</b>			\$ 243,248.75 ✓
<b>Loan Award</b>			
Selbyville Volunteer Fire Company	\$ 243,248.75		
<b>Available Balance</b>			\$ -
<b>Additional appropriation, July 1, 2018</b>			
<b>Fiscal year 2019 - HB 475 Capital Budget</b>	\$ 1,000,000.00		
		\$ 1,000,000.00	
<b>Available Balance</b>			\$ 1,000,000.00 ✓
<b>Loan Award</b>			
Dagsboro Volunteer Fire Department Inc.(10/1/18)		\$ (161,883.00)	
			\$ 838,117.00
<b>Applications Received for Consideration</b>			
Wilmington Manor Volunteer Fire Company, Inc.		\$ (175,000.00)	
Laurel Fire Department Inc.		(175,000.00)	
Laurel Fire Department Inc.		(70,000.00)	
<b>Expected December 1, 2018 Loan Payments</b>			
Citizen's Hose Company No. 1	\$ 9,370.79		
Claymont Fire Company #1	15,191.36		
Claymont Fire Company #2	13,158.00		
Felton Fire Company #2	7,295.00		
Felton Fire Company #3	2,631.00		

**Delaware Volunteer Fire Revolving Loan Fund  
 Activity Report  
 FSF Appropriation No. 21187  
 October 15, 2018**

		<b>Available Funding</b>
Felton Fire Company #4	11,319.12	
Felton Fire Company #5	10,477.10	
Five Points Fire Company #3	7,366.35	
Harrington Fire Company #4	13,843.30	
Indian River Fire Company	33,452.50	
Indian River Fire Company	30,514.74	
Rehoboth Beach Fire Company	36,703.06	
Selbyville Fire Company	34,060.12	
Selbyville Fire Company	13,457.47	
Wilmington Manor Fire Company	53,507.25	
Wilmington Manor Fire Company	<u>4,257.15</u>	
		\$ 296,604.31

√ reconciled against appropriation 21187



**Delaware Volunteer Fire Revolving Loan Fund  
 Payment Schedule  
 October 15, 2018**

	December 1, 2018	June 1, 2019	Annual Total
1 Citizen's Hose Company No. 1	\$ 9,370.79	\$ 9,370.79	
2 Claymont Fire Company #1	15,191.36	15,191.36	
3 Claymont Fire Company #2	13,158.00	13,158.00	
4 Dagsboro Volunteer FD, Inc.	-	17,134.02	
5 Felton Fire Company #2	7,295.00	7,295.00	
6 Felton Fire Company #3	2,631.00	2,631.00	
7 Felton Fire Company #4	11,319.12	11,319.12	
8 Felton Fire Company #5	10,477.10	10,477.10	
9 Five Points Fire Company #3	7,366.35	7,366.35	
10 Harrington Fire Company #4	13,843.30	13,843.30	
11 Indian River Fire Company	33,452.50	-	
12 Indian River Fire Company	30,514.74	-	
13 Rehoboth Beach Fire Company	36,703.06	-	
14 Selbyville Fire Company	34,060.12	-	
15 Selbyville Fire Company #2	13,457.47	13,457.57	
16 Wilmington Manor Fire Company	53,507.25	53,507.25	
17 Wilmington Manor Fire Company	<u>4,257.15</u>	<u>4,257.15</u>	
Sub-Total	\$ 296,604.31	\$ 179,008.01	
Total Payments Expected			<u><u>\$ 475,612.32</u></u>

**Delaware Volunteer Fire Revolving Loan Fund  
Loan Portfolio Summary  
October 15, 2018**

	<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>
1	1/20/2007	Bowers Fire Company	S	5	\$ 40,000.00 *	-
2	10/1/2012	Brandywine Hundred Fire Co.	S	5	275,000.00	-
3	9/22/2008	Christiana Fire Company	S	10	86,925.56	-
4	10/4/2010	Citizens' Hose Company	S	5	31,214.00	-
5	2/1/2016	Citizens' Hose Company	S	10	169,493.00	\$ 129,926.40
6	10/1/2014	Claymont Fire Company #1	S	10	273,211.00	184,302.49
7	10/1/2014	Claymont Fire Company #2	S	10	236,644.00	159,636.04
8	10/1/2018	Dagsboro Volunteer Fire Departme	S	5	161,883.00	161,883.00
9	1/1/2013	Felton Fire Company	S	5	50,000.00	-
10	1/1/2015	Felton Fire Company #2	S	5	67,956.50	19,754.83
11	1/4/2015	Felton Fire Company #3	S	5	25,000.00	7,736.11
12	10/16/2017	Felton Fire Company #4	S	5	110,000.00	99,368.38
13	12/31/2017	Felton Fire Company #5	S	5	102,028.25	91,979.10
14	10/13/2006	Five Points Fire Company	A	10	145,000.00 *	-
15	11/1/2011	Five Points Fire Company	A	5	90,000.00	-
16	2/1/2018	Five Points Fire Company #3	S	5	70,000.00	63,100.32
17	11/1/2013	Frederica Fire Company	S	5	150,000.00	-
18	7/1/2007	Georgetown American Legion	S	5	90,000.00	-
19	1/20/2007	Harrington Fire Company	S	5	90,000.00 *	-
20	7/1/2012	Harrington Fire Company #2	S	5	90,000.00	-
21	7/1/2012	Harrington Fire Company #3	S	5	175,000.00	-
22	1/1/2016	Harrington Fire Company #4	S	10	250,000.00	191,938.17
23	8/1/2008, 9/15/2008	Hockessin Fire Company	S	10	86,925.56	-
24	11/1/2013	Indian River Fire Company	A	10	300,000.00	187,382.16
25	2/1/2017	Indian River Fire Company	A	10	275,000.00	223,535.23
26	10/13/2006	Odessa Fire Company	A	10	225,000.00 *	-
27	3/1/2011	Odessa Fire Company #2	A	5	90,000.00	-
28	3/1/2007	Rehoboth Beach Fire Company	A	10	275,000.00 *	-
29	7/1/2016	Rehoboth Beach Fire Company	A	5	175,000.00	105,847.34
30	2/1/2013	Selbyville Fire Company	A	10	306,951.00	160,540.96
31	7/1/2018	Selbyville Fire Company	S	10	243,248.75	243,248.75
32	12/1/2007	Townsend Fire Company	A	10	225,000.00 *	-
33	12/31/2017	Wilmington Manor Fire Company	S	5	41,457.10	37,373.84
34	2/1/2017	Wilmington Manor Fire Company	S	5	521,513.00	367,171.28

**Loans Originated**

**\$ 5,544,450.72**

**Total Principal Due**

**\$ 2,434,724.40**

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

Applicant	Equipment Purchased	Loan Amount Awarded
Five Points Fire Co.	Ladder and Trailer replacement for Ladder 17	\$145,000
Bowers Fire Co.	Ambulance to replace '98 Ford	40,000
Townsend Fire Co.	Rescue truck to replace '91 Mack Truck	225,000
Odessa Fire Co.	Rescue truck to replace '86 Freightliner	225,000
Harrington Fire Co.	Ambulance to replace '01 Ford Mobile Medical	90,000
Rehoboth Beach Volunteer Fire Co.	Quint aerial truck	275,000
Odessa Fire Co. #2	2011 Freightliner M2 Road Rescue Ambulance	90,000
American Legion Sussex Post 8 – Georgetown	2007 Ford Horton Ambulance	90,000
Hockessin Fire Company	Crimson Pumper	86,926
Christiana Fire Company, Inc.	2008 Seagrave Fire Apparatus Rescue Truck	86,926
Citizen's Hose Company	Breathing Apparatus	31,214
Five Points Fire Co.	Ambulance	90,000
Harrington Fire Co. #2	Brush Truck	90,000
Harrington Fire Co. #3	Ambulance	175,000
Brandywine Hundred Fire Company	Spartan rescue truck	275,000
Felton Fire Company	Ambulance	50,000
Selbyville Volunteer Fire Company	Aerial Tower Truck	306,951
Frederica Volunteer Fire Company	Pumper Tanker	150,000
Indian River Fire Company	Pumper Tanker	300,000
Claymont Fire Company	Pumper Rescue	273,211
Claymont Fire Company	Pumper Tanker	236,644
Felton Fire Company	Light Duty Command Vehicle	25,000
Felton Fire Company	Brush Truck	67,956
Harrington Fire Company	Pumper and accessory equipment	250,000
Citizen's Hose Company No.1	Tanker/Trailer and accessory equipment	169,493
Rehoboth Beach Volunteer Fire Co.	Ambulance	175,000
Indian River Fire Company	Rescue Pumper	275,000
Wilmington Manor Fire Company	Equipment	521,513
Wilmington Manor Fire Company	Equipment	41,457
Felton Fire Company	SCBA Equipment	212,028
Five Points Fire Company	Ambulance Rehabilitation	70,000
Selbyville Volunteer Fire Company	2019 Typhoon Rescue Pumper	243,249
Dagsboro Volunteer Fire Department Inc.	F550 Road Rescue Ultrasmedic	161,883
<b>TOTAL</b>		<b>\$5,544,451</b>

\*Total number reflects rounding

Exhibit 1

Delaware Volunteer Fire Service Revolving Loan Fund Program  
Application and Guidelines

## 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 audit has been submitted to the 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

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

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

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

Source	Amount	Type	Expected Loan Rate
Self-funding	_____	_____	_____
Bank or other lending institution	_____	_____	_____
Municipality	_____	_____	_____
Relief Assoc./Org. or Individual	_____	_____	_____
Other _____	_____	_____	_____

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: \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Volunteer Company President

---

Name: \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Volunteer Company Secretary

(Affix Corporate Seal)







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

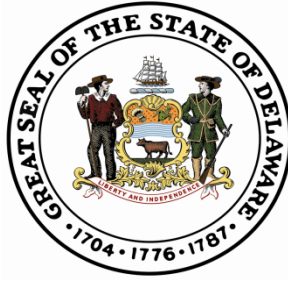
I, \_\_\_\_\_, an officer of \_\_\_\_\_,  
certify that the corporate officers of this organization have been authorized to procure  
\_\_\_\_\_.

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)



## 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> i.e., 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> i.e., Tower trucks or Quints	\$600,000 or 50% (whichever is less)	10 years
<b>Light Duty Vehicles</b> i.e., brush trucks, fire police vehicles, command vehicles	\$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>	\$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>	\$70,000 or 50% (whichever is less)	5 years
<b>Equipment</b> i.e., breathing apparatus, SCBA's, radios, turnout gear	\$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
-----------------	---	----------

### 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.