

**Oregon Fire District Directors Association  
July 18, 2015**

**MINUTES**

President Kreutzer called the meeting to order at 10:01 a.m. A quorum was present:

**Present:**

Mark Kreutzer, President  
Don Trotter  
Carol Smith  
Don Thompson  
Gary Ollerenshaw  
Eldon Marcum  
John Dunn

**Not Present:**

Dennis Rogers

**Guests:**

Jeff Griffin, WHA

**Staff:**

Genoa Ingram  
Laureal Williams  
Jessica Carpenter

**Guest Reports**

*Insurance/Risk Management* – Jeff Griffin provided an update on the SDAO workshops, noting the anticipated schedule for events through the end of the year. The major emphasis in subject matter this year, as requested by SDAO, has been to drill down on ORS 192 (open meetings and public records) and ORS 244 (ethics). These seem to be the areas where SDAO is seeing the most claims recently. SDAO is also working with WHA to develop additional training events that will focus on board duties and responsibilities as well as the topic of maintaining good media relations. Firefighter safety and wellness will also be emphasized. Jeff answered questions from the board about the workshops and the events prompting them.

President Mark Kreutzer indicated that Eileen from SDAO will be coming to Astoria to provide training on board duties and responsibilities for all district board members.

*OFCA Report* – Chief Jim Aldrich, President, OFCA, provided a written report of recent OFCA activities.

**Minutes**

The Board reviewed the minutes of the May 16, 2015, Board meeting.

**MOTION:** Moved by John Dunn and seconded by Don Trotter to approve the minutes of the May 15, 2015, Board meeting as amended to include David Sellers on the guest list.

**Motion passed.**

## **Financial Report**

Staff reviewed the financial reports provided in the packet materials. Without objection, the report was *approved as presented*.

Staff provided an overview of the current status and availability of check signers for the organization and asked that the Board consider updating the current list of check signers to include at least one Board member. According to the Association's Genoa or President Kreutzer can add signers; there is no need to provide meeting minutes naming signers.

**MOTION**: Moved by Eldon Marcum and seconded by Don Thompson to designate John Dunn and Dennis Rogers as check signers. **Motion passed**.

Staff was directed to contact the Association's bank and initiate the process to add the new check signers.

## **President's Report**

President Kreutzer reported on his attendance at the OFCA Conference to see Chief Jim Aldrich be installed as President. He also reported on the most recent NAEFO meeting and indicated that he was unable to attend the OFSOA meeting. He noted that he had been re-elected to his local Board position and looked forward to working with the new Board members.

## **Staff Report**

*LOSAP* – Laureal Williams reported on funds received for account contributions, as well as a substantial amount of forfeitures. Staff reviewed the estimated impact of discounts for OFDDA members. The board discussed the implication of offering the district and considered the possibility of an annual dividend.

**MOTION**: Moved by Gary Ollerenshaw and seconded by Don Trotter to implement a fee structure that provides a reduction of 25 percent on LOSAP fees to OFDDA members effective retroactively to July 1, 2015. **Motion passed**.

*Legislative* – Genoa Ingram provided an overview of the session, identifying it as the most interesting session of her career to date. The fire service fared fairly well. Senate Bill 886 was watered down to the point where it was palatable to the fire service. Genoa noted that the final report will be provided within the next 45 days, after the deadline by which the Governor elects to sign or veto proposed legislation. Genoa reported that the volunteer check-off bill will be a Republican caucus priority in February, noting her anticipation that the short session in even numbered years is likely to be extended in the near future.

*Board Outreach* – Staff reported on the recent outreach to the Canby board. The Board discussed recent questions regarding the swearing in process for newly elected board members; staff responded to two members who called in with questions about the process by providing a copy of the statute questioned and noting that OFDDA does not provide legal advice or interpretations. .

Audit – Staff reported that copies of the 2014 tax return approximately six weeks ago as requested by the auditor. So far, nothing else has been requested by the auditor; staff reminded the board that the selected accountant was initially hesitant to conduct an audit instead of a review. The Board directed staff to contact the auditor to establish a timeline of no more than 60 days for completion of the audit.

### **Committee Reports**

BPSST – Written report submitted by David Jones.

Bylaws & Policies Committee – Don reported that the swearing-in incident at Lakeside prompted a review of the related documents on the OFDDA website. The Management & Policy Resource Guide for posted on the Association’s website includes a sample oath of office which indicates that directors must sign it. Staff will research what is currently required by law to make a determination about updating the document.

Governor’s Fire Service Policy Council – Written report submitted by Bob Reeves.

Conference Committee – Staff provided an update on the committee’s activities and reviewed a new forecast for conference revenue and expenses in 2015 and 2016 based on the revised program schedule and a proposed new registration fee schedule. Staff answered questions from the board about the overall impact on the finances.

***By consensus***, the Board agreed to approve a reduction in fees based on the recommendation of the Conference Committee, with the objective of reducing costs for attendees and increasing overall Conference attendance.

NAEFO – President Kreutzer reported that the NAEFO Board held a meeting last month to finalize plans for the upcoming conference scheduled for September 21-22 in Las Vegas, Nevada. He noted that the association is still looking for administrative staff; current staff has elected to not renew her contract when it expires this fall.

Nominations Committee – Don Trotter noted that this year’s ballot during Conference will be larger than usual with the following positions up for election:

- President
- 1<sup>st</sup> Vice President
- 2<sup>nd</sup> President
- Positions 4, 5 and 6
- Position 3 (for ratification of Board action)

Fire & Life Safety – John Dunn reported that the Office of State Fire Marshal is partnering with both the Oregon State University and University of Oregon to put together a program to advertise and promote OSFM’s safety program. They are also looking at a program to promote use of and requirements for smoke alarms with Realtors and other sources.

Property Committee – Jessica reported that the bids have been forwarded to the Property Committee for review. So far, two of the committee members have voice recommendations but we are waiting for a decision from a majority of the committee members. For future property

improvement consideration, Staff was asked to research alternative lighting options for the conference room.

Ambassador Committee – No report.

Budget Committee – Don Thompson reviewed the budget worksheet provided in the meeting materials; he asked the Board asked to review and provide feedback as the budget committee begins drafting the proposed 2016 budget. Don Trotter reviewed his research concerning membership dues structure and suggested that the Budget Committee begin reviewing how the dues structure might be altered to maintain the same level of overall income while addressing the current disparity at the upper tiers of the schedule. For example, Boring Fire and Clackamas Fire pay the same amount in membership dues, even though Clackamas is one of the largest districts in the state while Boring is a small/medium district. Don reminded the Board that any dues change would have to be approved by the membership during Conference.

ISO – No report.

360 Committee – No report.

Vacant Lands – Staff noted that the issue will be work-grouped over the interim.

Past Presidents' Committee – Don Trotter reported that Fran Harris and Allen Forster have agreed to join the committee; membership of the committee now includes:

Connie Barton	Bob Reeves
Allen Forster	Larry Goff
Fran Harris	Don Trotter
Dave Jones	

Don noted the committee will have a lunch meeting at conference on Friday and plans to reviewing top 10 reasons to belong to OFDDA and the Strategic Plan. Don indicated that the Past Presidents committee members will also be receiving the board meeting packets to keep abreast of the Board's activities.

### **Old Business**

Board Vacancy: Board members reviewed and discussed applications from Spike Piersol and Kevin Van Dyke.

**MOTION**: Moved by Don Thompson and seconded by Carol Smith to approve Spike Piersol to fill the vacancy in Position #3. **Motion passed.**

It was noted that the action would need to be ratified at Conference and that there would be numerous positions open at that time.

**New Business**

No new business.

**Next Meeting**

The next meeting is scheduled for Saturday, September 19, 2015, at 10:00 a.m.

**Adjourn**

There was no further business and the meeting was adjourned at 1:00 p.m.