

**Oregon Fire District Directors Association**  
**July 26, 2014**  
**MINUTES**

President Don Trotter called the meeting to order at 10:08 a.m. A quorum was present:

**Present:**

Don Trotter, President  
Darrell King  
Dennis Rogers  
Eldon Marcum  
Roy Palmer

**Staff:**

Genoa Ingram  
Jessica Carpenter  
Laureal Williams

**Guests:**

Dave Penicook, Wilson-Heirgood

**Absent:**

Roger Edwards  
Mark Kreutzer  
Carol Smith  
Don Thompson

**Guest Reports**

*Insurance/Risk Management:* Dave Penicook of Wilson-Heirgood reviewed the 2014 SDAO/OFDDA workshop schedule. Dave noted a recent increase in the request for the Board Duties and Responsibilities program.

*DPSST Update:* Written report provided in the board packet.

*OFCA Update:* No report provided.

**Minutes**

The Board reviewed the minutes of the May 17, 2014, meeting. With no corrections or additions noted, the minutes were **approved as presented**.

**Financial Report**

Jessica Carpenter reviewed the FY 2014 financial statements, noting the following highlights:

- Have collected 98% of budgeted dues; have sent out reminders to outstanding dues.
- Have received SDAO contributions for insurance and conference.
- LOSAP fees to be billed by end of July; no significant changes anticipated.
- Still reviewing Communique; will continue to be over budget.
- All other expenses are in line with forecast and budget.

With no corrections or additions noted, **the financial report was approved as presented**.

**President's Report**

President Don Trotter reported that he attended the OVFA Conference to provide an update on the Association's activities. In addition, he submitted a similar report in written format to the

OFSSOA Board for its recent board meeting. Don also noted that he will be a member of the upcoming interview and selection committee for the new state fire marshal.

Don reported that the Executive Committee met in June to conduct a review of the Court Street Consulting (CSC) contract and staff. It was the opinion of the Committee that the staff is doing exceptionally well. During the meeting Roy Palmer noted that the current contract provides no cost of living adjustment (COLA) increase at this time. When the budgeting process starts, the Budget Chair Dennis Rogers will be reviewing the impact of including a COLA in the next Court Street Consulting contract.

Don indicated that Dave Jones has asked the Executive Committee consider whether or not volunteer fire personnel should be subject to background checks as suggested in a recent legislative concept under consideration by DPSST. The Board discussed the ramifications of subjecting volunteer personnel to background checks. Darrell King noted that it is DPSST that determines whether or not a criminal record disqualifies anyone from being certified as a volunteer firefighter.

Don reported that DPSST had asked OFDDA for an appointment to the newly formed Law Enforcement Task Force. After consulting with Darrell King and Roger Edwards, Don noted that Roger Edwards volunteered to serve on the task force. Staff indicated that the primary purpose of the taskforce is to determine how best to deal with 9-1-1 calls for fire assistance when law enforcement is unavailable.

### **Staff Report**

Staff reported on the following items:

CSC's E&O Insurance has been increased to \$1 million per the request of the Executive Committee.

DPSST and several other entities are looking at expanding the definition of arson to including processing marijuana to extrude hash oil. Staff will provide the legislative language to the Board when it is presented.

The Ethics Commission is looking at defining who constitutes 'media'. The Commission's draft policy has been provided in the board packet.

CSC has engaged a security company to conduct nightly patrols of the property. Darrell King suggested that Costco has recording equipment that would be appropriate to meet the outdoor security needs for the building.

Upcoming board visitations include Amity, Sheridan, and Yachats. A planned visitation for Crooked River Ranch was postponed due to fires in the area.

*LOSAP*: Laoreal Williams provided an update on LOSAP, noting the following highlights:

Contributions processed YTD total \$500,089.

Forfeitures processed YTD total \$228,089.

The number of Cash Distributions processed YTD is 29.

Staff has submitted a drafts of the amended adoption agreement and document plan to legal counsel. The proposed changes include reducing the vesting period to two years minimum.

## **Committee Reports**

*BPSST – Dave Jones:* Written report provided in the board packet.

*Bylaws and Policies – Roy Palmer:* Roy Palmer noted that the committee has been working on reviewing the Association’s Bylaws, Policy 111, and Policy 126 specifically as they relate to the President’s and the Executive Board’s roles in Board Committee appointments. The Board discussed the current practice for appointments (versus policy). It was the consensus of the Board that the Bylaws and Policies Committee draft recommended revisions for review at the next Board meeting.

*Governor’s Fire Service Policy Council – Bob Reeves:* No report at this time.

*Conference Committee – Darrell King.* Darrell and staff reported on the Committee’s recent activities. The program topics and speakers are in the process of being finalized.

*Special Districts Association of Oregon Legislative Committee & Joint Fire Service Legislative Committee – Roy Palmer/Dennis Rogers.* Committee has not met yet.

*NAEFO – Mark Kreutzer.* No report at this time.

*Oregon Life Safety Team – Mark Kreutzer.* No report at this time.

*Property Committee – Bob Reeves.* No report at this time.

*Ambassador Committee – Eldon Marcum.* Eldon Marcum reported that he has been unsuccessful in generating any interest in board visitations. President Don Trotter suggested that the committee should look at the Committee’s role and see if its description is still appropriate.

*Budget Committee – Dennis Rogers.* The Committee will be working on developing the 2015 budget during the month of August for review by the Board at its September meeting.

*OFCA Fire Insurance Task Force – Roy Palmer.* Roy Palmer reported that a lot has changed for the Fire Insurance Task Force since Oregon became so engaged in the ISO review process. The changes have been quite positive, and Roy noted a pre-ISO meeting in his district recently that went very well. President Don Trotter concurred, noting that Clackamas’s pre-ISO meeting was also very positive.

*OFCA Volunteer 360 Task Force – Mark Kreutzer.* No report at this time.

*Vacant Lands Committee – Roy Palmer.* Roy Palmer reported that the Committee has met three times. At this point the Committee is still in the data collection phase of its development.

*Law Enforcement Task Force – Roger Edwards.* No report at this time.

**Old Business**

No old business noted.

**New Business**

*Audit/Financial Review* – Staff reviewed the proposals provided by Antico Forbess and Grove Mueller Swank for audit and financial review services. The Board discussed the appropriateness of conducting either an audit or a financial review of the Association’s records. It was the consensus of the Board to wait until a formal proposal is provided by Antico Forbess for conducting a financial review of Fiscal Year 2013. After reviewing the requested proposal, President Don Trotter will approve electronic distribution of the proposal and direct Staff to solicit input and/or approval of the proposal by the Board.

*Policies and Procedures Services* – Dennis Rogers noted that there are associations that provide policies and procedures services for their members to keep them and their policy manuals current with changing rules and regulations and wondered if there was a possibility that OFDDA could provide that kind of service for its membership. President Trotter note that Tualatin Valley Fire & Rescue may have a similar service provided in-house. Dennis will follow up with TVFR to see what process they use.

The next meeting of the OFDDA Board of Directors is scheduled for September 20, 2014, at the Oregon Fire Service Center in Salem.

**Adjournment**

There being no further business to conduct, President Don Trotter adjourned the meeting at 11:37 a.m.