

**Oregon Fire District Directors Association
September 20, 2014**

MINUTES

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

Present:

Don Trotter, President
Mark Kreutzer
Eldon Marcum
Roy Palmer
Dennis Rogers
Carol Smith
Don Thompson

Not Present:

Darrell King
Roger Edwards

Staff:

Genoa Ingram
Jessica Carpenter
Laureal Williams

Guests:

Stephanie Garemore, ISO
David Hyland, ISO

Guest Reports

ISO Presentation Stephanie Garemore, CFPS Manager, ISO Community Hazard Mitigation, and David Hyland, Field Representative, Community Hazard Mitigation, ISO, provided an overview of how ISO practices have changed recently. Stephanie emphasized the fact that the ISO grading is based on a community rating system, of which the fire district or department represent only 50 percent; the remaining 50 percent is based on the 9-1-1 center, the water department, preventative measures and other community factors. Additionally, credit is given for shared resources such as cooperative agreements for responses. ISO will also make a presentation at the Fire Service Conference in November.

President Trotter noted that written reports were included in the packets from Chief Jim Aldrich, OFCA and Susan Shepard, OFSOA.

Minutes

The Board reviewed the minutes of the August 22 Email Ballot and the July 26 Board meeting. With no corrections or additions noted, the minutes were *approved as presented*.

Financial Report

Staff reviewed the Balance Sheet reflecting the current checking account balance, as well as the Money Market accounts. President Trotter noted that the OFDDA is at 103 percent of anticipated dues collection. Staff noted there is approximately \$10,000 - \$12,000 in outstanding dues invoices. Staff will follow up on those invoices to identify if those memberships will be renewed.

President's Report

President Trotter reported that the Executive Committee had met to discuss an audit or financial review and proposals had been received from two accounting firms. The Executive Committee had also laid the groundwork for changes to LOSAP. President Trotter noted that, as per the Strategic Plan, the Executive Committee would draft an Annual Review and Report for review by the Board for presentation at Conference. He also reported that he had attended the Fallen Firefighter Memorial but did not attend the presentation by the Vice President of the Fallen Firefighter Foundation following the service.

Staff Report

Legislative: Staff reported on proposed OSHA administrative rule changes and a proposed increase on the 9-1-1 tax from Association of Oregon Counties. Feedback regarding the OSHA rules has been positive. Additionally, Sen. Bill Hansell is drafting legislation to benefit volunteer firefighters.

LOSAP: Laoreal Williams outlined efforts to identify a 457 (e)(11) (LOSAP) provider in addition to VALIC.

Committee Reports

The following written guest reports were received:

BPSST – Written report provided by David Jones

Bylaws and Policies – Roy Palmer presented revision to policy 111 to clarify appointments made by the OFDDA President (EXHIBIT A).

MOTION: Moved by Carol Smith and seconded by Dennis Rogers to adopt the revised policy as amended to reflect approval by the Board of Directors **Motion passed.**

Governor's Fire Service Policy Council – Minutes of the July 22 meeting were distributed.

Conference Committee – Staff noted that the program has been finalized and Conference registration and information had been uploaded to the new website.

NAEFO – Mark Kreutzer reported that he will attend the conference in Las Vegas the following week-end.

Property – Past President Bob Reeves will hold a meeting of the Property Committee in late October.

Ambassador Committee – Eldon Marcum noted no new information to report.

Budget Committee – Dennis Rogers presented the proposed budget for review. The Board approved the draft with minimal changes as directed by the Budget Committee Chair based on Board discussion for posting on the website and presentation to the membership. The Board commended staff on the recent changes to the OFDDA website.

OFCA Fire Insurance Task Force – Roy Palmer noted that the ISO presentation heard earlier in the meeting was reflective of the Task Force's efforts.

OFCA Volunteer 360 Task Force – Mark Kreutzer reported that the Committee had completed the report but that negotiations with PERS continued.

Vacant Lands Committee – Roy Palmer reported that the Committee continues to meet and recently met with legislators to discuss possible legislation.

Nominations Committee – Roy Palmer presented the following proposed slate of officers/Board members:

| | |
|--|---|
| President – Mark Kreutzer | Position #3 – A Director from Jackson #4 has expressed interest |
| 1 st Vice President – Dennis Rogers | Position #4 – (If vacated, appointment in January) |
| 2 nd Vice President – Don Thompson | Position #5 – Expires in 2015 |
| Position #1 – Don Trotter (Past President) | Position #6 – Expires in 2015 |
| Position #2 – Eldon Marcum seek re-election | |

Law Enforcement Task Force (GFPC) – Roger Edwards reported through staff that the Task Force had met for an organizational meeting to discuss scope and has developed a survey for rural district fire chiefs and Board members to assess how the fire service is impacted when fire is dispatched for law enforcement issues. The Task Force had identified similar issues faced in other states.

Old Business

Audit/Financial Review: Board members reviewed proposals submitted by the firms Antico & Forbess, LLP and Grove, Mueller & Swank, PC. The Board discussed the differences between an audit and a financial review. It was suggested that a firm that had not been involved in preparing OFDDA’s annual financial reports might have a new perspective.

MOTION: Moved by Dennis Rogers and seconded by Roy Palmer to have OFDDA’s books audited. **Motion passed.**

MOTION: Moved by Eldon Marcum and seconded by Don Thompson to select Grove, Mueller & Swank, PC to conduct an audit of the 2014 calendar year. **Motion passed.**

Staff was asked to notify the firm.

New Business

Board members suggested publishing an article on ISO changes in the Communique.

Next Meeting

The next meeting will be Wednesday, November 5 at 1:30 p.m.

Adjourn

There was no further business and the meeting was adjourned at 12:08 p.m.

OFDDA POLICIES

POLICY NUMBER: 111
NUMBER OF PAGES: 1
ADOPTED: DRAFT:X
EXECUTIVE BOARD X

APPROVED: August 17, 1991
REVISION: November 6, 1996
REVISION: July 26, 2014
REVISION: September 20, 2014

DUTIES OF PRESIDENT

1.0 **PURPOSE**

The purpose of this Policy is to outline Duties of President.

2.0 **SCOPE**

This Policy applies to the President of the OFDDA.

3.0 **GENERAL PROVISIONS**

3.1 Duties of President: In addition to the duties and responsibilities of the President, covered in the Constitution and Bylaws or by specific policies, the President shall be responsible for the following:

3.1.1 Sign all resolutions and determine that the intent of the resolutions has been or are being fulfilled.

3.1.2 Appoint, with the approval of ~~Executive Board~~ the Board of Directors, committees using the following criteria where possible:

3.1.2.1 Chair should be an existing committee member.

3.1.2.2 Committee members should have an interest in their assignment and support objectives of the committee, as stated.

3.1.3 Instruct committee chair's of objectives expected of their committee.

3.1.4 Review with staff meeting agendas prior to distribution. This should be one week in advance of meetings indicating who will present items and which items require action.

3.1.5 Have staff place copies of all correspondence in files.

3.1.6 Be present 20 minutes before all Board meetings to insure that meetings are organized and start on time.

3.1.7 Represent OFDDA at all statewide meetings of fire-related organizations.

3.1.8 Represent OFDDA at out of state fire related meetings.

3.1.9 May appoint a member of the Board of Directors to attend in-state or out of state meetings as the OFDDA representative.

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