

The

Fall 2017

COMMUNIQUE

A Publication of the Oregon Fire District Directors Association



LUKE ROBINSON PHOTOGRAPHY

Public Meeting Notices & Minutes
21st Century Transparency

Mark Kreutzer Appointed to BPSST
A Voice for OFDDA

SDIS Fall Member Programs
Matching Grant and Drone Training

The COMMUNIQUÉ

A Publication of the
Oregon Fire District
Directors Association

Oregon Fire Service Center
1284 Court Street NE
Salem, OR 97301
Toll-Free: 800-223-9708
Phone: 503-378-0896
Fax: 503-364-9919
www.ofdda.com

OFDDA STAFF

Genoa Ingram
Executive Director
genoa@ofdda.com

Jessica Carpenter
Director of Operations
jessica@ofdda.com

Lisa Van
Administrative Services
lisa@ofdda.com

Laureal Williams
LOSAP
laureal@ofdda.com

LEGAL COUNSEL

Christy K. Monson
Local Government Law Group PC
975 Oak St Ste 700
Eugene, OR 97404
Phone: 541-485-5151
christy@localgovtlaw.com

MISSION

To serve and strengthen through the provision and coordination of timely information, education, and legislation.

Published on a quarterly basis, **The Communiqué** is the official newsletter of the Oregon Fire District Directors Association. Complimentary subscriptions are provided to member districts and boards.

© 2017 Oregon Fire District Directors Association. All rights reserved.



IN THIS EDITION

2017 Oregon Fire Service Conference.....	3
President's Message	3
Public Meeting Notices and Minutes—21 st Century Transparency..	4-5
Oregon Text Messaging and Cell Phone Laws.....	5
Oregon Equal Pay Act of 2017	6
OFDDA Legislative Report	6
Mark Kreutzer Appointed to BPSST	6
Seismic Rehabilitation Grants Available!	6
SDIS Fall Member Programs.....	7
Oregon Fire Service Museum Walk of Heroes	7
Instructor Opportunities Available at DPSST	7
OVFA Updates.....	8
Education and Training.....	8-9
Oregon Fallen Fire Fighters Memorial.....	Back Cover

2017 OFDDA BOARD OF DIRECTORS

DON THOMPSON
President
North Bay RFPD
Phone: 541-756-0681
Cell: 541-404-7180
don@dwttinc.us

ELDON MARCUM
1st Vice President
Umatilla Co Fire District #1
Phone: 541-449-3723
Cell: 541-571-1537
Emarcum449@msn.com

JOHN DUNN
2nd Vice President
Tangent Fire
Phone: 541-967-9405
Cell: 541-981-8400
terry8704@comcast.net

DENNIS ROGERS
Immediate Past President
Sheridan Fire District
Phone: 971-240-4738
Cell: 971-241-7138
ddrogers@onlinenw.com

VACANT
Director – Position #4

KEVIN VAN DYKE
Director – Position #2
Forest Grove RFPD
Cell: 503-347-0656
kevinvandyke@forestgroveruralfire.com

GARY OLLERENSHAW
Director – Position #5
Redmond Fire & Rescue
Phone: 541-548-6627
Cell: 541-480-0100
Lubie1981@msn.com

SPIKE PIERSOL
Director – Position #3
Umatilla Co Fire District #1
spike@eotnet.net

CURTIS HOOPES
Director – Position #6
Chiloquin Fire & Rescue
Cell: 714-815-5115
choopespi@gmail.com

HONORING THE PAST AS WE SHAPE THE FUTURE



You are invited to the 2017 Oregon Fire Service Conference, October 26-28, in beautiful Ashland, Oregon!

Register online at ofdda.com/registration

Download the conference registration brochure at
tinyurl.com/y8cezbs

Join your fire service colleagues us for business meetings, vendor night and BINGO, and valuable sessions including:

- Keynote: Lessons from the Pacific Crest Trail
- Communicating to Win Ballot Measures
- Your Role in Emergency Preparedness
- Legislative and Industry Updates
- Hot Topics in the Fire Service
- Volunteer Recruitment and Retention
- In Honor of the Charleston 9: A Study of Change Following Tragedy
- Budding Complications: How Marijuana is Changing the Workplace
- The Do's and Don'ts of Oregon Government Ethics Laws
- Motivation or Inspiration?
- Top 10 Board Member Duties
- ACTION: 9 Missions for Personal and Professional Growth
- Stress First Aid
- How to Chair a Meeting
- Meeting ISO Requirements

Everyone is welcome to donate an item for the silent auction. Proceeds help benefit the conference scholarship fund.



Cover photo used with permission.
www.lukerobinsonphoto.com

Photographer Luke Robinson has had a deep passion for photography ever since he received his first digital camera as a child.

He is on a lifelong pursuit to capture and share the true beauty of the world around us...to freeze a moment in time that would otherwise go unnoticed, and share that moment with anybody and everybody he possibly can.

OFDDA President's Message



By: **Don Thompson**
OFDDA President

OFDDA is looking forward to hosting another awesome conference this year in Ashland on October 26-28. Please register if you have not already done so. We hope to see you there!

I urge each of you directors to ensure your chief seeks any medical care they may need. Serious health conditions can take them out of service for a lengthy period of time. It is important for individuals to recognize symptoms, seek appropriate care immediately, and follow through with the necessary treatment.

We should also encourage our staff to find an effective means to reduce the stress involved with their jobs. The American Heart Association® website has a page dedicated to stress management. To learn how to take action to control stress visit tinyurl.com/kmkbxmx.

Too often we put our own needs aside to care for others. Don't overlook your emotional and mental health. Make self-care a priority today.

Don Thompson

Public Meeting Notices and Minutes — 21st Century Transparency



By: *Ross M. Williamson*
Local Government Law Group

Oregon's statutes governing public meetings were adopted in the 1970s and to a large extent have not changed over the last 45 years. This article starts with a quick refresher on what the law requires for noticing your Board meetings and taking minutes of your Board meetings. I next propose some procedures to bring these statutory requirements into the current century. My proposals are not required by law, but I believe they help increase transparency in our current modern age and may even help your constituents access and understand the workings of your Board. In my opinion, an informed public is more likely to support Board proposals (such as local option levies) and may even help your volunteer recruitment efforts.

Meeting Notices

State law requires Districts to provide notice of the time and place of Board meetings. The meeting notice must be reasonably calculated to give actual notice of the time and place of the meeting to interested persons including news media. (See ORS 192.640(1).) Apart from special requirements for budget meetings and ordinance adoptions, the law does not require publishing your meeting notices. Essentially, the law just asks Districts to try and get the word out.

The meeting notice must "include a list of the principal subjects anticipated to be considered at the meeting." (See ORS 192.640(1).) Generally, the notice simply includes the proposed meeting agenda to comply with this statutory requirement. It is not necessary for the agenda to go into great detail about agenda topics, but it should provide an adequate description of the proposed agenda topics so that people will know the likely issues the Board will discuss.

Meeting Minutes

State law requires a record of all Board meetings. The record can consist of either written minutes, or a recording of the meeting (audio or video). In whichever form used, the meeting record must include at least the following information: (1) the Board Members present; (2) all motions, proposals, ordinances, resolutions, and orders and the disposition of each; (3) the results of all votes, broken down by each Board Member's name; (4) the substance of any discussion on any matter; and (5) references to any documents discussed at the meeting. If the Board chooses to use written minutes, the minutes do not need to be a verbatim transcript; but the minutes should constitute an accurate reflection of the matters discussed and the views expressed by speakers. (See ORS 192.650(1).)

Proposals to Increase Access and Public Participation

In reading the above legal requirements, it is clear that Oregon's 1970s-era meetings law has not advanced into the digital age. District Boards can easily meet the legally required minimum notice for Board meetings and the required minimum for written meeting minutes. My proposals below surpass the legal minimums with the aim of providing your constituents with a better picture of Board business. With a clearer picture of Board meetings, the public may take a more active role in supporting the District and its long-term success. I recognize that some of the suggestions take some technological know-how — but most of us know a teenager that could teach us how to do these tasks.

The most obvious way to publicize District business is with a simple website. The most important piece of any web presence is to ensure that it is maintained and updated. Any basic website can easily post meeting notices, agendas, and even audio recordings of Board meetings. Over time, the website serves as a clear repository of Board business for the public. Such a clear record of Board actions easily demonstrates the hard work that you all do for your communities.

While it may be considered “old-school,” many of your constituents still rely on newspapers for local information. Publishing meeting notices in your local newspaper is not required, but it is certainly a very good way to reach a good portion of your community.

Most Districts I interact with post their meeting notices on reader boards around the community. These generally include a reader board outside the main fire station, at a community center, and perhaps at a local grocery store or other popular gathering place. I encourage you to think about which reader board locations your District currently uses and explore whether there are others in your community that you could add to your list. Adding another three or four locations for posting your notice can have the effect of increasing the number of eyes that see your meeting notices.

Many fire stations use electronic reader boards to provide community information. If your District does not have an electronic reader board, these are great for advertising Board meetings and other District events. Even if you do not have the budget for an electronic reader board, an old-fashioned static large-format reader board can be used to hang notices of upcoming Board meetings and invite the public to attend.

Lastly, in terms of meeting minutes, moving to a digital audio recording for all your Board meetings can be a big step into the 21st century and allow for increased connection to your constituents. Digital audio files capture all the workings of your Board, and they can be uploaded to the District’s website for all your community to access. This is a simple way to increase Board transparency and increase the community’s access to your business. Please be warned that poor audio quality can bring all these best intentions crashing down, so make sure to test the system before implementing it fully.

Note: This update is informational only and is not intended as legal advice. If you have questions about any of the information in this update, please contact your legal counsel.

The Legal Beagle

Local Government Law Group PC

975 Oak St Ste 700
Eugene, Oregon 97404
541-485-5151
www.localgovtlaw.com



OREGON TEXT MESSAGING AND CELL PHONE LAWS

ORS 811.507

Beginning **October 1, 2017**, drivers caught using a mobile communication device could face a Class B traffic violation with a presumptive fine of \$260 (maximum \$2,000) for the first conviction. Oregon’s law is a primary offense, so police can stop a driver just for violating this law.

A mobile communication device is defined as a text messaging device or a wireless two-way communication device designed to receive and transmit voice or text communication. This includes but is not limited to cell phones and two-way radios.

Oregon’s cell phone law prohibits the use of any mobile communication device by drivers unless they are using a hands-free device; however, drivers under age 18 are banned from using any kind of mobile electronic device, hands-free or not. No driver of any age is allowed to text while driving.

With more technology now than ever, driver distractions have risen to unprecedented levels. Drivers still do not realize – or choose to ignore – the danger they create when they take their eyes off the road, their hands off the wheel, and their focus off driving. Driving is an activity that requires your full attention and focus in order to keep yourself and others safe.

Make the commitment to drive distraction free today. It is a decision that saves lives.

For information about Oregon’s distracted driving laws (ORS 811.507), including a list of exceptions, visit www.oregonlaws.org/ors/811.507.

Source: ODOT

Oregon Equal Pay Act of 2017

On June 1, 2017, Gov. Kate Brown signed HB 2005, the Oregon Equal Pay Act of 2017. This bill, which goes into effect on **October 6, 2017**, affects all employers in the state of Oregon including special districts.

The Oregon Equal Pay Act prohibits employers from discriminating between employees on the basis of any protected class in the payment of wages or other compensation (e.g., salary, bonuses, benefits, fringe benefits, and equity-based compensation) for work of comparable character. Protected classes are a group of people distinguished by race, color, religion, sex, sexual orientation, national origin, marital status, veteran status, disability, or age.

Examine your district's compensation practices and prepare for these new regulations.

Your district will be required to post a notice of the Oregon Equal Pay Act's requirements in every establishment where employees work. This notice will be made available by the Bureau of Labor and Industries.

Learn more at www.oregon.gov/boli/TA/Pages/Equal%20Pay%20Law.aspx.

Seismic Rehabilitation Grants Available!

Applications for the next round of Seismic Rehabilitation Grant funding, which includes \$25 million for school projects and \$10 million for emergency service projects, will be accepted beginning October 2, 2017, and ending January 31, 2018, at 5pm. The goal is to announce the awards by the end of April 2018.

All of the application materials will be posted on the web site on October 2, 2017: <http://tinyurl.com/pukfg8c>.

There will be another application round scheduled for 2018 which will include \$75 million for school projects and \$10 million for emergency service projects. Another announcement will be made with the dates for the 2018 round once the schedule has been finalized.

The maximum grant award for the seismic program has been updated to \$2.5 million per building. The department encourages all school retrofits to be designed to seismic immediate occupancy standards. However, at a minimum, school projects must design the retrofit to seismic life safety standards unless the project is for a shelter (i.e., gym, cafeteria, large common area, etc.) which then must be designed to seismic immediate occupancy standards. (Please see the guidance on the web site for further clarification.) All emergency service building projects must design the retrofit to seismic immediate occupancy standards in order to be eligible for the grant.

If you have any questions, please contact Gloria Zacharias, the Seismic Program and Policy Coordinator, at 503-986-0132 or Gloria.Zacharias@oregon.gov or Joe Parrott, OFCA representative to the State Seismic Grant Advisory Committee, at 503-803-5976 or parrottj@aol.com.

OFDDA LEGISLATIVE SUMMARY



Now available at
ofdda.com/legislation

Mark Kreutzer Appointed to BPSST

By statute, OFDDA is granted one seat on the Board of Public Safety and Standards Training (BPSST) Board of Directors. The board and policy committees guide the organizational direction of the Department of Public Safety Standards and Training (DPSST).

On September 19, 2017, the Oregon State Senate confirmed the appointment of OFDDA Past President Mark Kreutzer to BPSST.



Mark Kreutzer

In addition to statutes set by the Oregon State Legislature, DPSST's overall mission is guided by the 24-member BPSST and six discipline-specific, public safety policy committees. The board and committees are integrally involved in setting the agency's Oregon Administrative Rules, which legally guide the implementation of DPSST's statutory obligations; the board and committees also provide input into and make decisions regarding training standards and certification requirements; they review individual certification cases; and they help set the agency's high-level goals for the future. The board and committees meet quarterly.

In the shared stewardship between BPSST and DPSST, Mark will serve as a voice for OFDDA members and constituents regarding the standards for training; standards for employment; revocation and denial issues; waivers; policy direction; and strategic planning guidance and input.

Constituents include city and county police, city and county corrections, parole and probation, Department of Corrections, 9-1-1 and EMD, fire, Oregon State Police, private security, and private investigators.

Congratulations, Mark!



This fall, Special Districts Insurance Services (SDIS) is offering two exciting programs to assist members with risk management efforts.

Safety and Security Matching Grant Program

The Safety and Security Matching Grant Program is available to help fund new safety and security-related projects for member districts. The grant program will not have a specific focus as it did last year. All safety and security program grant applications will be weighted the same with the exception of applicants that have never received grant funding being given priority.

Districts can apply for a 50/50 matching grant up to a maximum of \$5,000. For example, if your district is planning a \$10,000 project, you can request a maximum of \$5,000 from SDIS. Any new safety or security project qualifies for this program. Examples might include surveillance equipment, security systems, enhanced parking lot lighting, and safe shop equipment. Routine maintenance to existing facilities and normal business expenses will not be considered.

To learn more about the grant program and how to apply, visit www.sdao.com/S4/Programs/S4/Programs/grant_program.aspx.

Drone Training Program

Drones are being increasingly utilized by our members for various purposes. This summer, the SDIS Board of Trustees approved a drone training program to be offered to those enrolled in the property casualty program. Member districts can send one individual to receive classroom and flight training to become certified to operate drones in accordance with applicable regulations and SDIS policies. Participants will receive certification as a Chief Pilot for their district which will allow them to supervise and manage other Part 107 pilots in their department.

Along with training, districts will be provided with access to Drone Complier software. This will allow members to plan missions, assign pilots and hardware, track and log flights, and simplify record keeping and risk management with SDIS's licensed Drone Complier software platform for desktop and mobile devices.

Trainings will be offered at five locations across the state. As of press time, many of our drone training courses are full. However, we are maintaining a waiting list in case there are cancellations. Please contact SDAO Member Services at memberservices@sdao.com to be placed on this list. Event information can be found by visiting www.cvent.com/d/3tqnc1.

We look forward to continuing to be your partner in promoting safety at your district. If you have any questions about these or any other SDIS programs, please contact us at 800-285-5461.



Instructor Opportunities Available at DPSST

DPSST's mission is to promote excellence in public safety by delivering quality training and developing and upholding professional standards for police, fire, corrections, parole and probation, and telecommunications personnel, in addition to licensing private security providers and private investigators in Oregon.

To learn more about current DPSST recruitments, visit www.oregon.gov/dpsst/HR/docs/DPSSTJobs.pdf.



SAVE THE DATE



60th Annual Oregon Volunteer Firefighters Association Conference
June 27-30, 2018
The Mill Casino & RV Park • Coos Bay

Potential classes include:

- Aerial Operator
- Emergency Service Delivery
- Swift Water Rescue
- Building Construction Pt. 2

Additional information available soon at ovfa.org.

Shout Out to PNW Outdoor Women

Wildfires recently raged throughout the Pacific Northwest. Firefighters worked tirelessly to get the fires under control.

PNW Outdoor Women brought attention to the firefighters' efforts by creating a GoFundMe campaign. In less than two weeks, \$27,496 was raised for the Oregon Volunteer Firefighters Association. Although the GoFundMe page is no longer accepting donations, you can still scroll through the donor list and read their messages at www.gofundme.com/PNWOWgivesbackOR.

To learn more about PNW Outdoor Women or to leave a message of appreciation visit www.facebook.com/PNWOutdoorWomen.

Support Volunteer Firefighters

If you are registered to vote in Oregon, please make a point to sign the Oregon Volunteer Firefighters Association petition form supporting SB 378. Your signature will help add OVFA to the list of entities eligible for individual income tax return checkoff contribution.

- There is no fiscal or revenue impact.
- Oregon taxpayers will be able to donate a portion of their return to OVFA when filing their state taxes.

Contributions received will:

- Fund training opportunities for Oregon's 8,760+ volunteer firefighters.
- Support the Association's Relief Fund to assist volunteer firefighters and their families experiencing a hardship resulting from death, injury, or illness of a firefighter.

www.ovfa.org
www.facebook.com/OVFA1

EDUCATION AND TRAINING

2017 Oregon Fire Service Conference

Hosted by Oregon Fire District Directors Association

October 26-28
Ashland, Oregon



Register at
ofdda.com/registration

2017 Oregon Fire Service Conference

ROGUE VALLEY WINERY TOUR

Wednesday, October 25
1:00 to 5:00 p.m.

Conference attendees and guests are invited to join us for an afternoon wine tasting tour. Kick off the 2017 Oregon Fire Service Conference on a high note by reconnecting with colleagues and making new friends.

The **\$59 registration fee** includes transportation, tasting fees, and snacks for one participant. The fee, which is our actual expense for the event, does not include gratuity for the experienced and knowledgeable driver or servers.

Please plan accordingly.

Register early — space is limited!

SDAO Risk Management Training and Networking Opportunity

TRAINING INFORMATION

Hazard Assessment

Learn to identify workplace hazards and take steps to mitigate them to keep your employees safe.

Accident Investigation

"Help me, I've fallen and I can't get up!!"

We will present effective techniques for minimizing personal injuries and damage to property, obtaining important accident information, focusing on the facts, and analyzing data down to the root cause.

Human Resources 101

Learn the many reasons why wrongful termination and discrimination claims are costly - both directly and indirectly - to your district. We will also focus on implementing consistent policies and best practices designed to help prevent and mitigate the exposures these types of claims create.

DATES/LOCATIONS

October 18	Oregon Medical Association Tigard
October 24	Inn at the Commons Medford
October 25	Village Green Resort & Gardens Cottage Grove
November 14	Best Western Agate Beach Newport
November 16	Eagle Crest Resort Redmond

TIME

9am - 3 pm. Course materials and a boxed lunch provided.

COST

The cost for SDAO members is \$50.

REGISTRATION

To register, visit SDAO's event list at tinyurl.com/yc3tma3w, sign in, and click the desired training link.

Questions? Contact Kaylie Bahnsen at kbahnsen@sdao.com or call 800-285-5461.



OFSOA Update

Registration now open for the OFSOA 25th Anniversary Conference

By: Julie Spor, OFSOA President, Sisters-Camp Sherman Fire District

The OFSOA 2017 Fall Conference marking the association's 25th anniversary will take place October 18-20, 2017, in Lebanon at the Boulder Falls Inn. This year's event, titled "Alongside Every Leader... The Revolutionary Assistant", is co-hosted by Lebanon Fire District and Tangent Fire District. Classes will include:

- Maintaining Professionalism in the Workplace
Bill Gallagher, Teamworks
- Fraud and Embezzlement
Kelly Paxton, Certified Fraud Examiner
- The ABCs of Public Contracting
Carrie Connelly, Local Govt. Law Group, Speer Hoyt
- IT and Cyber Security
Fire Chief Mike Duyck, TVF&R
- Positioning Your Fire District atop a Solid Financial Foundation
Kori Sarrett, Accuity, LLC
- Payroll Updates
Kori Sarrett, Accuity, LLC
- Protecting Your Essential Records
Rhonda Grant, Saxton Fire, and Pam Webber, Medford Fire
- Managing District Debt
Dave Ulbricht, SDAO Financial Services
- Hot Topics in the Fire Service
Jason Jantzi, SDAO

Learn more at tinyurl.com/ybll4b47.

Please encourage your fire district staff to attend to learn more about sharing a standard of excellence.

RISK LEADERSHIP TRAINING

Presented by: Jeff Griffin

A complimentary training brought to you through a partnership between OFDDA and SDIS.

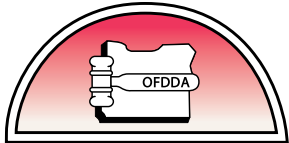
October 12

Jackson County Fire District #3

8383 Agate Rd • White City, Oregon

Dinner: 5:30 p.m. • Workshop: 6-7:30 p.m.

RSVP! Contact Jane Austin at justin@whainsurance.com or 541-284-5852 to indicate the number attending from your district.



**OREGON FIRE DISTRICT
DIRECTORS ASSOCIATION**
EDUCATION • COORDINATION • LEGISLATION

1284 Court St NE
Salem OR 97301

800-223-9708

www.ofdda.com

2017 Oregon Fire Service Conference

Hosted by Oregon Fire District Directors Association

October 26-28
Ashland, Oregon



Register at
ofdda.com/registration

BRAVERY ✦ COURAGE ✦ HONOR ✦ SACRIFICE



STATE OF OREGON
FALLEN FIRE FIGHTERS MEMORIAL
OREGON PUBLIC SAFETY ACADEMY

The annual Oregon Fallen Fire Fighters Memorial Ceremony in Salem recognizes the 168 Oregon fire fighters who have died in the line-of-duty since 1881 including career, volunteer, wildland, and structural fire fighters, chief officers, company officers, engineers, and fire fighters.

Cody, the Official Fire Service Dalmatian, was honored during the most recent ceremony on September 21, 2017. He will forever remain in our hearts.