

**Oregon Fire District Directors Association
January 24, 2015**

MINUTES

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

Present:

Mark Kreutzer, President
Don Trotter
Eldon Marcum
Dennis Rogers
Carol Smith
Don Thompson
Gary Endicott

Staff:

Genoa Ingram
Jessica Carpenter
Laureal Williams
Ken Jones, Legal Counsel

Guests:

Alan Forster, OFDDA Past President
Jeff Griffin, Wilson-Heirgood Associates
Spike Piersol, Hermiston Fire & Emergency
Services

Guest Reports

Insurance/Risk Management – Jeff Griffin provided an update on Dave Penicook's health; he indicated David's recovery is progressing slowly.

Jeff provided a summary of the 2014 board trainings sponsored by SDAO and OFDDA. Two presentations have been completed in 2015 so far. Jeff noted that SDAO's requirements have changed slightly to address concerns about frequency and severity of the claims filed with SDIS. As a result, the emphasis for this year's board trainings will be on open records and ethics.

OFCA Report – Written report provided by OFCA President Jim Aldrich (Exhibit A).

President Mark Kreutzer presented Past President Don Trotter with a plaque in appreciation for his years of service and leadership to the Board. President Kreutzer also welcomed Gary Endicott as the newest Board member.

2014 Conference Review

Jessica reviewed a financial summary of the conference, noting that the event netted just over \$35,000. Staff worked with Sunriver to negotiate a discount of \$2,500 with regard to attrition, reservation mix-ups, and banquet issues. In addition, Sunriver donated a gift certificate for a three-night stay to be used as an auction item or raffle prize at the 2015 conference.

The Board reviewed the conference evaluation summary provided by staff, noting the very positive feedback provided by attendees. Staff reminded the Board that the 2015 conference is booked for

Seaside; the Conference Committee will be reviewing 2016 location proposals at its first meeting later today.

Minutes

The Board reviewed the minutes of the November 5, 2014, Board meeting. Don Trotter noted that the exhibits are missing as noted in the minutes. Staff was directed to include the exhibits when posting them on the website. With the inclusion of the exhibits, the minutes were *approved as presented*.

The Board reviewed the minutes of the November 21, 2014, LOSAP waiver request. With no corrections or additions noted, the minutes were *approved as presented*.

The Board reviewed the minutes of the 2010 General Business meeting. With no corrections or additions noted, the minutes were *approved as presented*.

The Board reviewed the minutes of the 2011 General Business meeting. With no corrections or additions noted, the minutes were *approved as presented*.

The Board reviewed the minutes of the 2012 General Business meeting. With no corrections or additions noted, the minutes were *approved as presented*.

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Financial Report

Jessica reviewed the financial reports provided in the packet materials. With no corrections noted, the financial reports were *approved as presented*.

The Board engaged in a discussion about increasing awareness of benefits of OFDDA membership through the SDIS insurance program.

Staff addressed questions regarding the 2015 budget figures.

President's Report

President Mark Kreutzer thanked the Board members for their attendance at today's meeting and indicated he was looking forward to a good year. He noted that as the Board progresses through today's agenda to committee assignments, he is especially interested in asking the Bylaws and Policies Committee to review the policy related to the Resolutions Committee (Policy 134) to assess the continued need for such a standing committee.

President Kreutzer noted that the Board should provide some sort of recognition to Darrell King for his years of service; Don Trotter indicated that Policy 137 provides specific guidelines related to such recognition. Alan Forster recommended that the award be presented in person within the next few months as Darrell is not running for re-election and will leave office after June 30.

Noting additional recognition for service given, President Kreutzer and the Board engaged in a brief discussion about providing the Association's past presidents with an article of clothing embroidered with the term 'past president'.

Staff Report

LOSAP:

Laureal reviewed LOSAP transactions for the year to date. After a brief discussion, the Board directed staff to research the potential fiscal impacts of a reduced annual LOSAP maintenance fee for members as well as a fee increase for non-members.

Legislative:

Genoa reported that 1,433 bills dropped at start of session and provided an overview of the fire-service related bills. Board members were asked to provide feedback on the depth of legislative reporting provided by staff and whether they would like to see more or less detail in the weekly legislative reports. She noted that she is working closely and coordinating with the OFCA lobbyist.

Genoa also provided a brief review of the temporary administrative rules regarding background checks for fire service personnel. A copy of email exchange with Eriks Gabliks regarding the impact of these rules was provided in the board packets.

Board Outreach:

Genoa reported that the office is continuing to field calls regarding membership and the LOSAP program. Staff will continue to make district visits as requested regardless of the legislative session.

Genoa noted that she recently met with Frank Stratton regarding the Association's current contract with SDAO. She reported that SDAO would like to partner with OFDDA to offer four regional trainings (including the annual conference) as well as continued participation in the conference schedule. These regional trainings (other than conference) would be free to OFDDA members; Frank indicated SDAO would like input from the OFDDA Board about where these meetings should be conducted and what training should be on the agendas.

Other:

Tree Trimming Service Bids – Staff reported that, per direction of the Building Committee, three bids were requested for tree trimming services. The Board reviewed the bids that had been provided.

Motion: Moved by Don Trotter and seconded by Don Thompson to accept the bid provided by Oregon Woodsman proposal totaling \$460.

President Kreutzer suggested amending the motion to authorize an amount not to exceed \$600 for tree trimming services, noting that such work often reveals other elements that should be addressed at the same time.

Motion to Amend: Moved by Don Trotter and seconded by Don Thompson to amend the motion to accept the bid by Oregon Woodsmen with an increased amount not to exceed \$600 for tree trimming services. **Motion passed.**

Paving Bids – OFDDA Past President Allen Forster provided a summary of the bids received to repair and re-pave the building's parking lot. Allen addressed questions from the board about the bids and the proposed repairs.

Motion: Moved by Dennis Rogers and seconded by Eldon Marcum to approve the bid from H & H Paving in the amount \$3,425 to repair and re-pave the parking lot. The Board engaged in a brief discussion related to increasing the amount approved and determined not to do so. **The motion passed with one dissention.**

The Board accepted Allen's offer to be project manager and liaison for the repair and repaving project.

Gutter Cleaning Bid – The Board reviewed the estimates provided by Dr. Gutter Guy for cleaning the building's gutters, repairing the damaged roof tiles, and applying a moss treatment to the roof. It was the *consensus* of the Board to delay a decision on the roof-related estimates until staff is able to gather more information about moss removal from the roof and to request an additional estimate related to moss removal and treatment for the front steps and walkways.

Committee Reports

BPSST – Written report provided by Dave Jones (Exhibit B).

Governor's Fire Service Policy Council – Written report provided by Bob Reeves (Exhibit C).

NAEFO – President Mark Kreutzer reported that decreasing membership is a concern, citing a poor economy as the likely reason. Mark emphasized the importance of director and commissioner membership (versus state membership). He noted that he will be meeting with Chief Mike Duyck of the Western Fire Chiefs Association to see what that the organization can do to assist with NAEFO membership (particularly in Arizona and California).

Old Business

No old business noted at this time.

New Business

Board Vacancies – The Board reviewed applications submitted by members interested in filling the two Board vacancies, noting the importance of geographic diversity as an element of the selection process.

Motion: Moved by Don Trotter and seconded by Eldon Marcum to appoint John Dunn (Tangent Fire) and Gary Ollerenshaw (Redmond Fire & Rescue) to the OFDDA Board of Directors. **Motion passed.**

Don Trotter suggested that in future, applicants for Board appointments be invited to attend the Board meeting at which the appointment is likely to be made.

2015 Meeting Schedule – President Kreutzer proposed that the Board meet on an alternate monthly schedule (January, March, May, July, September, November) with Executive Board meetings scheduled as needed. Staff will update the draft meeting schedule accordingly.

2015 Committee Assignments – The Board reviewed the Association's standing committees, making suggestions for appointments as permitted by the Bylaws. A complete roster of the committee appointments will be available on the website. The Board discussed the Past Presidents Committee at length, suggesting that the committee meet just prior to the annual Board/Past Presidents Dinner hosted in conjunction with the Oregon Fire Service Conference. As chair of the Policy and Bylaws Committee, Don Trotter will review the policy to see how it should be revised and implemented.

Strategic Plan Review – The Board reviewed the Strategic Plan and ***by consensus*** approved the following changes:

- Performance Objectives – Membership goal should be 70%.
- Performance Objectives – Increasing training opportunities to ten.
- Performance Objectives – Use 'Coordinate' instead of 'Provide' training opportunities.
- Objective 3-A – Add Past Presidents Committee to the list of responsible parties; change the timeline from April 2014 to *third scheduled meeting each year*.
- Objective 3-B – Add *Bylaws and Policies Committee* to list of responsible parties; change timeline from July 2014 to the *third scheduled meeting each year*.
- Objective 3-C – Update critical task (second bullet) to complete an update of the strategic plan no later than the *second OFDDA Board meeting of each year*.

Association Check Signers – The Board reviewed the list of current checking account signers and considered the use of electronic signatures. Related discussion included assigning members of the Executive Board as the Association's check signers.

Motion: Moved by Dennis Rogers and seconded by Eldon Marcum to authorize the Executive Board Members to serve as check signers for the Association. **Motion passed.**

Next Meeting

The next meeting will be Saturday, March 21, 2015, at 10:00 a.m.

Adjourn

There was no further business and the meeting was adjourned at 2:27 p.m.

EXHIBIT A

Oregon Fire Chiefs' Association Update Chief James W. Aldrich

Notes for my friends at OFDDA · January 24, 2015

I appreciate the opportunity to submit this update and I'm excited to be the OFCA representative for the Oregon Fire Service Conference. I am looking forward to participating; the conference at Sun River was outstanding!

Chief Henson's Vacancy

Chief Kevin Henson has resigned from the OFCA Board and the process to fill his vacancy is underway. Even prior to becoming a Board member, Kevin worked very hard for us on many things, especially with his major contribution to the Volunteer 360 Task Force. On his own time, he attended many meetings and presentations explaining the results of the report. Kevin will continue to advise us with 360 matters. We are grateful for his contributions to OFCA and we hope he will be back soon.

360 Update

Related to 360, there will be an outreach meeting with the Department of Labor on February 19th at 1:30 – 4:00 at the Brooks Regional Training Center in Brooks, OR.

Legislative Process

The Oregon Fire Chiefs Association is actively working through the legislative process. At the Joint Fire Service Legislative meeting this week, we reviewed several potential bills that may concern the Oregon Fire Service. Working through our Legislative Committee and our representation at the Capitol, OFCA will be keeping members updated on the 2015 Legislative session in a variety of ways:

Weekly updates: Weekly updates will be sent regarding current happenings at the Capitol and where issues of interest are currently at in the process.

Bill tracking: OFCA will be posting bill tracking reports that will list bills of interest. These can be accessed through the OFCA website.

Survey: A survey will be out soon to identify legislative interests.

Feedback: OFCA is working to implement a process where members can provide feedback during the session on bills and other legislative interests.

Conference Updates: Updates at Spring Conference.

Fire Service Day at the Capitol, May 20: Mark your calendar now and plan to join us in Salem for a day of legislative engagement.

ISO Taskforce

The ISO task force is active and we are still hearing good things about what is happening. Please let us know how your agency has experienced any issues.

Collaborative Interface Taskforce

The Collaborative Interface task Force is engaged and working on the issue of RFPD's being legally excluded from receiving tax revenue on certain parcels of timber land even though they may actually provide fire protection, EMS, rescue, and haz-mat services.

Reduced Law Enforcement Taskforce

The Reduced Law Enforcement Task Force, convened by the Governor's Fire Service Policy Council, is active and preparing a statement of how (in areas where there is little to no law enforcement) it is affecting the Oregon fire service.

Fire Chief Round Tables

The OFCA Roundtables are continuing and are providing great opportunities for sharing ideas.

NREMT Transition Course

Oregon NREMT's are required to complete a transition course meeting NREMT standards during this re-certification period. Most departments are probably well aware of this already. For further information you can contact the EMS Section or check with the Oregon Health Authority at:

<http://public.health.oregon.gov/ProviderPartnerResources/EMSTraumaSystems/EMSTrainingCertification/Pages/TransitionMaterial.aspx>

Upcoming Events

OFCA Career Chief's Roundtable, January 22 – 23, 2015, Eugene
Fire Training Center

OFCA Board meeting at SDAO's Conference, February 6, 2015

SDAO Spring Conference, February 5 – 8, 2015, Eugene

OFCA Combination Chief's Roundtable, Feb. 12-13, 2015, DPSST

NWLS Conference, March 4-6 2015

EXHIBIT B

OFDDA Board Meeting Jan 24, 2015

Board on Public Safety Standards and Fire Policy Committee report

Dave Jones, OFDDA Past President

Last **Fire Policy Committee (FPC)** meeting was August 27, 2014. The meeting set for November 19, 2014 was cancelled due to lack of quorum and agenda items.

The Fire Policy Committee Denial and Revocation Advisory Sub-Committee met on December 4, 2015. The committee finalized core values of Certification as Fire Service Professional as per OAR 259-009-0059 and OAR 259-009-0070. Committee reviewed some past cases, including Measure 11 convictions, discharge for cause, and discretionary convictions.

- The **OR-ORSHA advisory work group** cancelled the January meeting because that the proposed rule changes that this committee submitted and its fiscal impact statement are still being reviewed at the OSHA administrative level

Last Board on Public Safety Standards (**BPSST**) meeting was on January 22, 2015

- Ratified updated Bylaws for the DPSST Board of Directors (BPSST) as per ORS 181.620
- Approved several proposed OAR rule changes to be sent on to public comment...
 1. Limited duration (interim) administrative certifications for Correctional, Police and Telecommunicators. As recommended by these three policy committees.
 2. Repeal current OAR concerning code of conduct for private security and investigators.
 3. Impose civil penalties for private security and investigators.
 4. Rule changes for private security and investigators provider testing, moral fitness standards, and for training hours.
- Approved a corrections officer medical waiver.
- Approved revisions and update for Telecommunicators Field training Manual
- Approved not to revoke certifications for one Private Security Officer and for one Police Officer.
- Approved revocation of certification for one Police Officer.
- Approved not to deny training for one police Officer and for one Corrections Officer
- Housekeeping items, new Board and policy committee members, and Director's report

The next **FPC** meeting is February 25, 2015

The next **Board** meeting is scheduled for April 23, 2015

OR-ORSHA advisory work group is planning to meet in April 2015

EXHIBIT C

Governor's Fire Service Policy Council

1:00 p.m. • Tuesday, October 28, 2014

Office of State Fire Marshal

Mt Hood Conference Room

Minutes

Members

- ☐ Greg Keller, OFCA (Chair)
- ☒ Bob Reeves, OFDDA (V Chair)
- ☒ Joseph Seibert, SFFC

- ☒ Mariana Ruiz-Temple, OSFM
- ☒ Tom Bohm, OFMA

- ☒ Dave Sellers, OVFA
- ☐ Kurt Chapman, LOC

Ex Officio

- ☒ Heidi Moawad, Gov's Office
- ☐ Joel Lujan, OSP
- ☐ Eriks Gabliks, DPSST

Executive Director/Staff

- ☒ Jim Walker, Chief Deputy SFM
- ☒ Sally Cravinho, OSFM Staff

Visitors

- ☒ Claire McGrew, OSFM
- ☒ Dr. Dana Selover, EMS
- ☒ Julie Olson-Fink, DPSST
- ☒ Todd Anderson, DPSST
- ☒ John Nohr, PDX Fire & Rescue
- ☒ Terry Ney, Lane Fire

Welcome/Introductions

Vice-Chair Bob Reeves welcomed everyone to today's meeting, as he was filling in for Chair Keller who was on vacation. He asked everyone to introduce themselves as there were new members in attendance today.

Changes to the agenda:

No changes to the agenda.

Minutes:

Dave Sellers made the motion to accept the minutes and it was seconded by Mariana Ruiz-Temple to adopt the minutes as presented. It was noted to change John Seibert to "Joseph" Seibert. All approved.

Communications:

None

Guest/Visitor Input:

None

OLD BUSINESS

Law Enforcement Task Force

Chief Ney gave an update on the task force. The committee has had one meeting with good turnout. A with a second meeting is scheduled. A Doodle pole was sent out to law enforcement, fire service and dispatch asking three questions; 1) on challenges they are facing 2) potential challenges and 3) what steps you've taken to mitigate these challenges. They received 70 responses and in the next meeting they will work on categorizing those. Interesting information and issues mentioned were:

- Impact situations

- A dispatch center was having recordings in the background to make it sound like there were police “on duty” so if anyone was listening to a scanner they’d hear officers in the background
- Citizens making deliberate false “medical calls” to get a fire department to arrive and get response from police
- OSP is spread so thin that they will only go on life & death emergencies or domestics in Josephine County
- Firefighters carrying firearms due to the lack of law enforcement on calls – issues are resulting in the liability issue
- Associations involved were discussed
- Talked about bringing someone in from SDAO from their risk loss department

Firefighter Injury Statistics

Chief Nohr handed out an adopted charter for the committee.

- A copy of the minutes from their meeting on September 17th were handed out
- Big challenge is what constitutes a firefighter injury?
- Identify what are the firefighter injuries we are trying to capture?
- Examples of injuries of individuals working for AMR and getting injured, is this a firefighter injury statistic?
- Met again on October 20th and Claire McGrew shared records and data from OSFM on injuries reported, as well as SAIF, SDAO and other organizations who might have records of these types of events
- Looking at other agencies who collect data on injuries
- Discussion on LODD reports for firefighters responding to the scene

NEW BUSINESS

None

OTHER BUSINESS

GFSPC Mission Statement Review

This was tabled to be reviewed when Chair Keller and Eriks Gabliks were in attendance at the next meeting.

Action:

Council will review the *Mission Statement, Goals and Objectives* before the next meeting and be prepared to discuss. Attachments will be sent out with the minutes.

Ebola Update:

Dr. Selover reported Ebola is being dealt with similar to the H1N1 outbreak. She is working with Public Health Partners on this issue. The Governor had a press conference which can be seen on YouTube regarding the concerns on Ebola. Health representatives are directing citizens to the CDC for PPE, screening, response procedures etc. She stated currently, there are six healthcare systems having suspect cases, usually providers and they are self-monitoring them. Many hours are being spent on Ebola issues, PPE and ambulances. Information is on their website at www.healthoregon.org/Ebola.

Mariana spoke on Ebola response as it pertains to Hazmat. The state Hazmat teams do not have a responsibility in this issue, in terms of clean up, decontamination and waste removal. She stated

OSFM encourages the departments to work with the officials on clean up, but in terms of mass decontamination, it is not a state hazmat responsibility.

Discussion took place on how to respond to Ebola or other infectious diseases. It was stated the local public health would be the contact for direction. Mariana will forward this information to Collette Young.

REPORTS

OSFM

Mariana reported for Jim. There have been organizational changes within OSFM recently.

Administration

- Stacy Warner will be retiring in December
- Three deputy positions for Klamath, Roseburg and Coos Bay
- Two executive manager positions to fill
- Fire Prevention month – encouraged participation and support on OSFM Facebook page to help get our message out to the public on fire safety

Emergency Response Unit

- Working on the Crude Oil survey and will be compiling this information and sending it to the Governor's office in a report
- Determine what caches are out there for access along with DPPST reporting on their piece of this
- The Governor' office will work with the budget analysts to determine a new funding source for crude oil and based on what the needs are, a decision will be made on how much money will be needed for this new tax and how it will be distributed among the agencies
- Caches for access if an incident occurs

Fire & Life Safety Services

- Hired a new Coos Bay deputy
- Greg Davis was promoted to Supervising Deputy
- Focusing on filling positions and organizational evaluations

Chief Ney shared information he had received regarding a report of natural gas being stored until it can be delivered by rail and distributed by pipeline. There are 30 locations on the coast and 20 inland. Mariana will have a deputy contact Chief Ney for more information on this.

Oath of Office Swearing-In Ceremony will be held at DPSST in the Hall of Heroes for Jim and Mariana.

Todd Anderson, DPSST

Update on the rail safety – the Governor's office asked them to assess training needs for response.

DPSST has recently worked with the railroads to look at the tanker cars that are coming out now with the push to carry the crude oil. The fire trainers will be meeting December 10th with Jeff Dukes, Safety Officer with Union Pacific Railroad to update them on current cars traveling through Oregon. Jeff will train DPSST instructors on shut-offs and response.

Received a grant for props this year and will be completed by 2015.

Julie Olson-Fink, DPSST

- AFG Grants are coming out and will be posting the guideline information. The actual grants will be coming out November 2nd
- Fire season – Wildland Task Force met and they propose to adopt the operational section of PMS 310-1 the whole operations section, minus the helicopter - 10 levels of certifications per wildland – the mobilization plan doesn't have anything to do with the certification side – this has not gone out for public comment yet – but has been approved by the fire policy committee but not adopted into administrative rule yet – she will send out the documents out to those who want it
- Oregon Fire Service task force – put together a transition guide and a F.A.Q.
- Hot Topics – Fire Officer will go forward to go the Fire Policy Committee in February with a proposal all college courses will be the new fire officer standard and a nationally recognized curriculum–
- Rescue Technician standards
- Urban Search & Rescue Task Force – take a look at this after the first of the year
- NFPA & Land base firefighters
- Fallen Firefighter Memorial – added 5 names to the wall this year, thanked everyone for the support
- DPSST partners with National Fallen Firefighters Foundation – a free class is coming out on November 10th & 11th to help those agencies who have a line of duty death with what to do in those first hours of a LODD

Council Member Reports

Dr. Dana Selover:

They are looking at a national “Interstate Compact” where EMS can use their license across state borders, but cannot do it permanently. Colorado is currently the only one who has put it forward to their Governor to be considered.

Vice-Chair asked council members to please RSVP for these meetings. It's important to know if we will have enough members to hold a meeting.

Adjourn:

Meeting adjourned at 2:30 p.m.

Next meeting dates:

January 27, 2015

April 28, 2015

July 28, 2015

Meeting location:

Office of State Fire Marshal, Mt Hood Conference Room

Meeting time: 1:00 pm