**Oregon Fire District Directors Association**

**January 19, 2013**

**MINUTES**

President Roy Palmer called the meeting to order at 10:03 a.m. A quorum was present:

**Present**

Bob Reeves

Don Trotter

Darrell King (*via teleconference*)

Don Trotter

Dennis Rogers

Carol Smith

Don Thompson

Eldon Marcum

**Not Present**

Mark Kreutzer

**Guests**

Laureal Williams

Christy Monson

Emily Farrell

**Staff**

Jessica Carpenter

Genoa Ingram

**Special Order of Business**

* President Palmer thanked Immediate Past President Bob Reeves for his service as 2012 President and presented him with a plaque and a gift on behalf of the Board.
* Past President Bob Reeves awarded the 2012 President’s Award to OFDDA Past President Bob Miller for his many contributions to the fire service and to OFDDA over the years.

**Minutes**

Board members reviewed the minutes of the November 7, 2012 meeting.

**MOTION**: Moved by Eldon and seconded by Dennis Rogers to approve the minutes of the November 7 meeting as submitted. **Motion passed**.

**Financial Report**

Staff reviewed the financial statements as of December 31, 2013.

**MOTION**: Moved by Dennis Rogers seconded by Bob Reeves to accept the financial report. **Motion passed**.

**President’s Report**

President Palmer discussed his intention to develop OFDDA as a repository and clearinghouse for information share with other fire service organizations.

**MOTION**: Moved by Bob Reeves and seconded by Carol Smith to share the Communique mailing list with OFSOA for use in circulating their newsletter. **Motion passed**.

**Staff Report**

Staff reported on the following issues:

*LOSAP* Staff reported that Tualatin Valley Fire and Rescue had voted to participate in the LOSAP program. Additionally, as requested, staff had made a recommendation to the Executive Committee for Laureal Williams to administer the LOSAP program during the legislative session. The Executive Committee had accepted the proposal.

Staff noted amendments that had been suggested to the LOSAP Plan Document but reported that the Board minutes did not reflect definitive action to accept the amendments, which would provide flexibility to the process for distribution of funds. (EXHIBIT A)

**MOTION**: Moved by Don Trotter and seconded by Bob Reeves ratify the Board’s earlier consensus to use the LOSAP Plan Document as revised June 2, 2011. **Motion passed.**

*Strategic Plan Review* Staff Reviewed the Strategic Plan directives and provided updates for each. Board members discussed the importance of enhancing the Director’s Toolbox and marketing it with defined training elements. Don Trotter suggested that Board members be appointed to assist staff with development of those toolboxes. It was also suggested that OFDDA offer certificates of attendance for those completing the toolbox program.

*Legislative* Staff noted that the first bill tracking report for the 2013 legislative had been sent out and provided live links to proposed legislation. 9-1-1 legislation and volunteer incentives were included in the tracking document.

**Committee Reports**

*BPSST* Written report received from David Jones. (EXHIBIT B)

*Insurance/Risk Management* No report.

*Governor’s Fire Service Policy Council* Written report received from Bob Reeves. (EXHIBIT C)

*Joint Conference* Staff reviewed the financial documents and the surveys and evaluations received from the 2012 Conference.

*NAEFO* Written report received from Mark Kreutzer. (EXHIBIT D)

**Old Business**

Don Trotter reviewed recommendations regarding Policy 136 and Policy 143 as discussed at the November meeting.

**MOTION**: Moved by Eldon Marcum and seconded by Dennis Rogers to accept the recommended amendments to Policy 136, relating to the Conference Committee. **Motion passed**.

**MOTION**: Moved by Dennis Rogers and seconded by Eldon Marcum to void Policy 143 relating to Joint Conference. **Motion passed**.

**New Business**

*Meeting Schedule* The proposed 2013 meeting schedule was distributed. (EXHIBIT E) Dennis Rogers requested that the Executive Committee report on any issues discussed to the Board. ***By consensus***, the Board agreed to move the September meeting to the 7th.

*Committee Assignments* The proposed list of 2013 Committee Assignments was distributed.

(EXHIBIT F) President Palmer made the following changes:

* Don Thompson was appointed to the Nominations Committee in place of Darrell King.
* Dennis Rogers will serve on the Life Safety Team.
* Bob Reeves will serve on the Property Committee
* *Ambassador Committee* President Palmer discussed formation of an Ambassador Committee to promote OFDDA. Dennis Rogers offered that attendance at regional fire defense boards was a good point of contact for multiple District representatives. President Palmer indicated that his intention was to identify individuals for various regions to develop talking points and identify key contacts for districts. Eldon Marcum was appointed to chair the Committee and Don Thompson will also serve.
* *Toolbox Curriculum Development Group* President Palmer stated his intention to appoint two Board members to work on a program and curriculum for the Board Member Toolbox. Deliverables would be a syllabus for each program. Don Trotter suggested sending out a list of proposed topics to Member Boards and asking them to identify their priority topics. Christy Monson offered to assist the Group at no charge. Don Trotter was appointed to the group. Don Trotter, President Palmer and Genoa Ingram will also serve.

**Adjourn**

There was no further business and the meeting was adjourned at 12:39 p.m.