

The Communiqué

Fall 2022

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THE COMMUNIQUE

A Publication of the
Oregon Fire District
Directors Association

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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.



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PRESIDENT'S MESSAGE

By **Curtis Hoopes**
OFDDA President

As summer wanes and fall colors appear, I want to take a moment to commend our members for their continued dedication and service to the communities they serve. I pledge OFDDA's continued support in all matters related to governing the fire districts they serve.

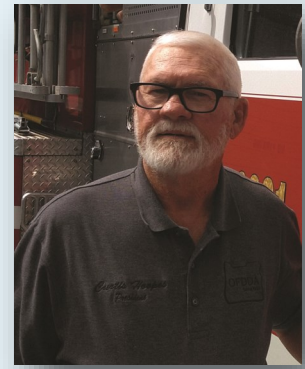
OFDDA Board and staff continue to provide timely information and training to our members. In partnership with SDIS/SDAO, OFDDA provides additional board training to members throughout the year. OFDDA Fire Service Academy and annual Fire Service Conference are examples of this dedication.

OFDDA continues to provide a strong representative voice in Salem, by speaking to fire districts interests and keeping members updated during legislative sessions.

OFDDA Board and Conference Committee, along with staff, are currently finalizing plans for the upcoming annual Fire Service Conference scheduled for Hood River in November. Speakers and training sessions are in place. Attendance and lodging information is out and available and included in this issue. Join us, as the conference provides attendees the opportunity to gain knowledge and share information, as well as network with colleagues and meet vendors. Hope to see you there!

As always I want to confirm OFDDA's mission "to serve and strengthen through provision and coordination of timely information, education, and legislation" remains my priority with a commitment to provide the best service to members.

Have a happy and safe Halloween!!



Tangent Fire Passes Along Tender 71 To Gates Fire

By: **John Dunn**
Board President, Tangent Fire

It has been two years since the disastrous fires struck communities in the Santiam Canyon. It is important for us to remember that these communities are still facing the challenges of rebuilding, and continually need our support. The challenges the local fire departments of Gates, Mill City, Detroit and Idhama are facing today will continue into the future.

Tangent Fire had the opportunity to pass on to Gates Fire their Tender 72. This tender needed some work to get it ready for more years of usefulness. So, a shout-out goes to the neighboring districts who helped with the needed repairs. This is a reminder of how our fire district families help each other in times of need.

On July 26, 2022, interim Chief of Tangent Fire Jim Stearns, Board President John Dunn, and Director Paul Strombeck had the opportunity to meet at Gates Fire with their Board President Alexis Winn, Lt. Burt Hagen and EMT Jacob Rothrock. At this time, Tender 72 was officially presented to Gates Fire. This will be a great addition to their fire service.



Pictured left to right: Burt Hagen, Jacob Rothrock, Alexis Winn, John Dunn, Paul Strombeck

Fire Chief Performance Evaluations: Tips for the Board and the Chief

By: Lori Cooper, Local Government Law Group

Evaluating the Chief's performance is one of the Board of Director's most important tasks. While there is not a "one size fits all" evaluation process, there are several key elements which the Board should include in the process. The overall goal for a performance evaluation should be to help the Chief, the Board, and the District.



What is the purpose of a performance evaluation? There are many purposes, which include discussing performance (obviously!), meeting contractual requirements, celebrating accomplishments, providing a means to discuss needed improvements, and enhancing Board and Fire Chief communications.

As alluded to above, there is more than one way to conduct a performance evaluation, and each District should do what works best for it. Typically, the Fire Chief's performance is evaluated on an annual basis, usually on or around the anniversary date of the Chief's hiring. A formal written evaluation is the best practice but requires more effort up front. The good news is that once a formal written evaluation process is put in place, the framework can be used year after year (with minor updates) and does not have to be onerous or time consuming.

Developing an evaluation form can be a collaborative effort between Board and Fire Chief, and a rating system should be defined. Rather than just numerical ratings, it is helpful to allow for written comments. A good place to start when establishing performance standards is to review the Chief's job description, aligning the standards with the essential functions and abilities set out in the job description.

Another useful tool that can be implemented as part of the performance evaluation is for the Chief to submit a self-evaluation to the Board in advance of the formal performance evaluation. In this self-evaluation, the Chief should provide self-reflection on the performance standards and goals which have previously been set by the Board. The Chief's self-evaluation helps the Board to understand what has been accomplished and makes them aware of obstacles that may have prevented accomplishment of goals.

Remember that the meeting to conduct the Chief's performance review must comply with the Oregon public meeting laws. There is an exemption to the public meeting laws which allows the Board to conduct the performance evaluation in an executive session but gives the Chief the ability to request that the meeting be open to the public.

In summary, conducting a fair and productive performance evaluation of your Fire Chief does not have to be a stressful or unpleasant task. A performance evaluation should be a positive, objective process that is performed in a supportive atmosphere. It should be a tool to guide any needed changes, as well as a method for promoting the District's goals, values, and continuous improvement.





CONFERENCE REGISTRATION FORM

2022 Oregon Fire Service Conference

Register online at www.ofdda.com or complete the registration form below. Fax your completed form to **503-364-9919** or email it to laureal@ofdda.com.

Name & Title: _____

Agency/District: _____

Email Address: _____ Cell: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

First Time Conference Attendee? Yes No First Year Director? Yes No

REGISTRATION FEE SCHEDULE

By 10/19

After 10/19

Member*: Full-Conference

☐ \$ 325.00

☐ \$ 375.00

Member*: Single-Day

☐ \$ 150.00

☐ \$ 175.00

Which Day(s): _____

Nonmember: Full-Conference

☐ \$ 355.00

☐ \$ 425.00

Nonmember: Single-Day

☐ \$ 180.00

☐ \$ 205.00

Which Day(s): _____

Group Discount—Save 10% on five registrations

10% Discount _____

Registration Fee Subtotal _____

Guest Meals

of breakfasts

☐

X \$25 ea

of lunches

☐

X \$38 ea

Total Registration plus Guest Meals _____

**Member price applies to any personnel who serve or are employed by an agency that is a current OFDDA member. Please contact the OFDDA office at 800-223-9708 if you need to confirm membership.*

PAYMENT OPTIONS

☐

Check enclosed

☐

Bill agency listed above

☐

Send me a credit card authorization form

CONCURRENT SESSION SELECTIONS (Please indicate all sessions you plan to attend):

THURSDAY, NOVEMBER 3 - I will be attending:

10:00 a.m. ☐ Brd Mbr Duties & Responsibilities 101

OR

☐ Leadership in the Firehouse

1:30 p.m. ☐ Brd Mbr Duties & Responsibilities 201

OR

☐ Employee Wellness Training

Evening ☐ Vendor Appreciation Night

OR

☐ Not Attending

FRIDAY, NOVEMBER 4—I will be attending:

8:15 a.m. ☐ Top Ten Ways to Manage Your CEOs

OR

☐ Resources & Challenges for Small Districts

10:00 a.m. ☐ Grant Writing

OR

☐ Ethics for Public Officials

SATURDAY, NOVEMBER 5—I will be attending:

8:15 a.m. ☐ Coaching & Mentoring with Confidence

OR

☐ Setting & Measuring Department Goals

All cancellations and refund requests must be made in writing via fax, email, or mail.

Cancellations received on or before **October 19, 2022**, are fully refundable. Cancellations received after **October 19, 2022**, are non-refundable; however, substitutions are encouraged and incur no additional fees.



2022 Oregon Fire Service Conference Schedule

(subject to change)

THURSDAY, NOVEMBER 3

7:00 a.m. – 5:00 p.m.	Registration Desk Open
7:00 - 8:15 a.m.	Continental Breakfast
8:15 – 9:00 a.m.	Opening Ceremonies/Memorial
9:00 – 9:45 a.m.	Keynote Address: Doug Grafe, Oregon State Wildfire Programs Director
9:45 – 10:00 a.m.	Break
10:00 a.m. – 12:00 p.m.	Concurrent Sessions: <i>Board Member Duties & Responsibilities 101</i> <i>Leadership in the Firehouse with The Leadership Challenge</i>
12:00 – 1:30 p.m.	Lunch, Fire Service Partner Updates, Vendor/Sponsor Recognition
1:30 – 3:00 p.m.	Concurrent Sessions: <i>Board Member Duties & Responsibilities 201</i> <i>Employee Wellness Training</i>
3:00 – 3:15 p.m.	Break
3:15 – 4:15 p.m.	OFDDA Business Meeting & Legislative Update
4:15 p.m. - 4:30 p.m. *	OFDDA Budget Workshop <i>*Immediately following Business Meeting</i>

Join Us from 4:30-6:30pm for Sponsor Appreciation Night with Trivia & Games!

FAMILY FRIENDLY EVENT—All are Welcome!

Light hors d'oeuvres and cash bar available (soda, beer, wine). Network with exhibitors and colleagues while enjoying local food, beverages, and an entertaining evening of trivia and games!

Remember to bring a donation for the Silent Auction! Proceeds from the Silent Auction help fund the scholarship program.





2022 Oregon Fire Service Conference Schedule

(continued)

FRIDAY, NOVEMBER 4

7:00 a.m. - 5:00 p.m.	Registration Desk Open
7:00 - 8:15 a.m.	Continental Breakfast
8:15 - 9:45 a.m.	Concurrent Sessions: <i>Top 10 Ways to Manage Your CEOs</i> <i>Resources and Challenges for Small Districts</i>
9:45 - 10:00 a.m.	Break
10:00 - 11:30 a.m.	Concurrent Sessions: <i>Grant Writing</i> <i>Ethics Training for Public Officials</i>
11:30 a.m. - 1:00 p.m.	Lunch, Fire Service Partner Updates, Award Presentations
1:00 - 3:00 p.m.	SDAO General Session
3:00 - 3:15 p.m.	Break
3:15 - 5:00 p.m.	OFDDA Business Meeting & Elections

SATURDAY, NOVEMBER 5

7:00 a.m. - 12:00 p.m.	Registration
7:00 - 8:15 a.m.	Continental Breakfast
8:15 - 9:45 a.m.	Concurrent Sessions: <i>Coaching & Mentoring with Confidence</i> <i>Setting & Measuring Department Goals</i>
9:45 - 10:00 a.m.	Break - Silent Auction Ends
10:00 a.m. - 12:00 p.m.	General Session: Developing Strategic Partnerships for Your District
12:00 p.m.	Conference Concludes

Save the Date:
2023 Oregon Fire Service Conference, November 2-4, in Seaside

2022 Oregon Fire Service Conference

Come celebrate 73 years with us!

We look forward to seeing you at OFDDA's largest training and networking event of the year in beautiful Hood River, Oregon!

MEALS & REFRESHMENTS

Conference registration includes breakfast Thursday through Saturday, lunch on Thursday and Friday, daily break refreshments, and Sponsor Appreciation Night appetizers. Guest meals may be purchased separately.

CANCELLATIONS

All cancellations and refund requests must be received **in writing** via fax, email or mail by Wednesday, October 19, 2022, are for a full refund.

RECOGNITION, CERTIFICATES & CHANCES TO WIN

- Districts that bring all five board members to the conference will receive special recognition.
 - For each OFDDA business meeting you attend, receive one ticket for a chance to win a complimentary 2023 Oregon Fire Service Conference registration.
- Turn in your conference evaluation form and vendor passport at the end of The Conference for your chance to win a prize! *Must be present to win.*

2022 Oregon Fire Service Conference Lodging

Best Western Plus Hood River Inn

Call **toll free line 800.828.7873** — be sure to identify your affiliation with the Oregon Fire District Directors Association conference.

Group rates have been negotiated starting at \$99 per night plus tax. Subject to availability.

Book your lodging by October 10, 2022, to take advantage of the OFDDA Conference Group rate.

For any other conference information, not included in this newsletter, go to ofdda.com



2022 OREGON FIRE SERVICE CONFERENCE SCHOLARSHIP APPLICATION

The 2022 Oregon Fire Service Conference scholarship covers one conference registration fee for conference events, three breakfasts, two lunches, vendor night refreshments, and conference breaks. Lodging is the responsibility of the attendee. Up to five scholarships may be awarded. Scholarship applicant **must be affiliated with an OFDDA member district** to be eligible.

Submit your completed scholarship application to the OFDDA office by **October 3, 2022**.

MAIL: OFDDA, 1284 Court St. NE, Salem, OR 97301 **FAX:** 503-364-9919

EMAIL: laureal@ofdda.com

Remember to make your lodging reservations by October 10 at the Best Western Plus

APPLICANT NAME: _____

DISTRICT/DEPARTMENT: _____

APPLICANT'S POSITION WITHIN THE DISTRICT/DEPARTMENT (e.g. board member, chief, etc.):

MAILING ADDRESS: _____

PHONE: _____ **EMAIL:** _____

Is your district currently an OFDDA member? (required) ☐ Yes ☐ No ☐ Unknown

Have you or a member of your district previously attended the Oregon Fire Service Conference?

☐ Yes ☐ No ☐ Don't Know

Are any other representatives from your district/department planning to attend this year's Oregon Fire Service Conference? ☐ Yes (# attending _____) ☐ No ☐ Don't Know

Number of career staff positions in your district/department _____

Number of volunteer staff positions in your district/department _____

District/Department budget for current fiscal year _____

If you have any questions about this application, please contact
Laureal Williams at laureal@ofdda.com or 800-223-9708.



2022 OFDDA BOARD APPLICATION

Fax Completed Form to **503-364-9919** or email to **laureal@ofdda.com** by October 10, 2022.

Elections for the open board positions below will be conducted at the 2022 Oregon Fire Service Conference in Hood River, Oregon. Only active board members of current OFDDA member districts will be considered eligible for nomination.

OPEN POSITION	INCUMBENT
President*	Curtis Hoopes
1st Vice President*	Joe Morneau
2nd Vice President*	Jay Cross
Director—Position #2	Mark Kreutzer
Director—Position #3	Don Thompson

**Officer positions require a minimum of two years of prior service as an elected official on the OFDDA Board of Directors.*

For complete information about board nominations and elections, please review Article V of the OFDDA Bylaws, available on the OFDDA website **www.ofdda.com**.

NAME: _____

DISTRICT: _____

MAILING ADDRESS: _____

PHONE: _____ **CELL:** _____

EMAIL: _____

On a separate sheet of paper, please respond to the following questions:

1. Why are you interested in serving on the OFDDA Board?
2. What is your background and what resources will your background bring to the Board?
3. What issues and solutions do you see in the Oregon fire service?
4. What issues and solutions do you see in the United States fire service?
5. How do you envision OFDDA helping board members of fire districts in the state?

If you have any questions about this application, please contact
OFDDA Executive Director Genoa Ingram at
genoa@courtstreetconsulting.com or **800-223-9708**.



2022 OREGON FIRE SERVICE CONFERENCE

OFDDA BRUCE WILLIAMS SCHOLARSHIP FUND SCHOLARSHIP APPLICATION

W. Bruce Williams Scholarship Fund Assists Small Districts

Submit your completed scholarship application to the OFDDA office by **October 3, 2022**.

Scholarship awards will be made by **October 10, 2022**.

MAIL: OFDDA, 1284 Court St. NE, Salem, OR 97301 **FAX:** 503-364-9919

EMAIL: laureal@ofdda.com

On February 26, 2006, the fire service lost a valued and trusted servant with the passing of Bruce Williams, member of the SDAO Legislative Committee and former OFDDA Board Member. He was 73.



Bruce Williams

In his memory, Bruce's family and OFDDA established the "W. Bruce Williams Scholarship Fund, Honoring our Fire Service Volunteers in Rural Communities." The purpose of the Fund is to provide tuition and travel/lodging expenses for fire district personnel in Oregon to attend conferences and receive training.

REMEMBER to make your lodging reservations by October 10 at the Best Western Plus Hood River Inn.

Scholarship applicants will be notified via phone or email.

To be eligible, your agency must have a total annual assessed valuation in the **lower 25 percent** of fire districts as determined by the Oregon Department of Revenue. Please contact the OFDDA office to determine if your district qualifies.

APPLICANT NAME: _____

DISTRICT: _____

APPLICANT'S POSITION WITHIN THE DISTRICT (e.g. board member, chief, etc.):

MAILING ADDRESS: _____

PHONE: _____ **EMAIL:** _____

Is your district currently an OFDDA member? ☐ Yes ☐ No ☐ Un known

Indicate number for your district: Career staff positions _____ Volunteer staff _____

District budget for current fiscal year: \$ _____

If you have any questions about this application, please contact Laureal Williams at **laureal@ofdda.com** or **800-223-9708**.



OREGON FIRE DISTRICT
DIRECTORS ASSOCIATION
EDUCATION • COORDINATION • LEGISLATION

Oregon Fire Service Conference MEMORIAL SERVICE APPLICATION FORM

In memory of deceased Oregon fire service members, the Oregon Fire District Directors Association conducts a memorial service at the commencement of the Oregon Fire Service Conference every year. Any deceased Oregon fire personnel may be memorialized. Please complete the application and provide the information requested below for any individual you wish to include in the memorial program. Please note, all submissions for the memorial program must be sponsored by an Oregon fire service organization.

DATE OF APPLICATION: _____

SPONSORING ORGANIZATION: _____

MAILING ADDRESS: _____

NAME TO BE MEMORIALIZED: _____

RANK: _____ **DATES OF SERVICE:** _____

On a separate sheet, please provide details of why the individual is to be memorialized.

General Information:

In addition to remembrance at the memorial service, the name of the person being remembered will be inscribed on a brass plate and added to the memorial plaque at the Oregon Fire Service Center.

Although not required for the memorial service and subsequent remembrance plaque, donations to the OFDDA Memorial Fund are always welcome. All contributions to the fund will be used to provide and maintain the memorial plaque and for the maintenance and improvement of the Oregon Fire Service Center.

To be included in the memorial service at the Oregon Fire Service Conference, return your completed form and supporting documents to the OFDDA office no later than October 3, 2022.

MAIL: OFDDA, 1284 Court St NE, Salem, OR 97301 FAX: 503-364-9919 EMAIL: mandy@ofdda.com

*If you have any questions about this application, please contact
Laureal Williams at laureal@ofdda.com or 800-223-9708.*



OREGON FIRE DISTRICT DIRECTORS ASSOCIATION

FIRE DIRECTOR

20-30-40-50 YEAR SERVICE AWARD

The Oregon Fire District Association honors fire district directors with 20, 30, 40, 50 or more years of service as a director for **an OFDDA member fire district**. During this year's Oregon Fire Service Conference, eligible directors will be recognized and receive a special commemorative lapel pin.

The signature below certifies that _____
(name)

Has served _____
(district name)

as a fire director for ☐ 20 ☐ 30 ☐ 40 ☐ 50 ☐ Other: _____ years.

Must be a period of 20 or more years

SIGNED:

Name Title Date

Please provide a mailing address for the nominee below. A lapel pin will be mailed to recipients who are unable to attend the conference.

MAILING ADDRESS: _____

To ensure recognition of service at this year's conference, please submit your service award application to the OFDDA office by **October 3, 2022**

MAIL: OFDDA, 1284 Court St. NE, Salem, OR 97301 **FAX:** 503-364-9919 **EMAIL:** mandy@ofdda.com

If you have any questions about this application, please contact
OFDDA Executive Director Genoa Ingram at
genoa@courtstreetconsulting.org or **800-223-9708**.



OREGON FIRE DISTRICT DIRECTORS ASSOCIATION

DISTRICT OF THE YEAR NOMINATION FORM

The OFDDA District of the Year award is for the following purpose:

- To provide a means of sharing information, innovative ideas and the variety of activities taking place throughout the state of Oregon.
- To give recognition to those in the fire service who have demonstrated progressive achievement.
- To benefit all fire districts, regardless of size, location, budget, or number of personnel.

OFDDA member districts can be nominated by anyone (even themselves) for this recognition. Examples of activities or accomplishments qualifying for special recognition include, but are not limited to, innovative programs (community outreach or public education campaigns), successfully handling challenges (budget crises or personnel losses), successful recruitment/retention/recognition campaigns, etc.

The nominated district **must be a member of OFDDA** to be eligible to receive the award. Please contact the OFDDA office at 800-223-9708 if you are uncertain about the membership status of the nominee.

NOMINATED DISTRICT: _____

MAILING ADDRESS: _____

PHONE: _____ **EMAIL:** _____

To complete this nomination, please attach a brief description (no more than 200 words) of the program, activity, or other reasons which you believe qualify the district for special recognition.

Contact Information for Person Submitting Nominee

(for contact purposes only—will not be published or announced):

Name: _____

Email: _____ **Phone:** _____

Please return completed nomination form and supporting documentation to the OFDDA office by **October 3, 2022**. **MAIL:** OFDDA, 1284 Court St. NE, Salem, OR 97301 **FAX:** 503-364-9919

*If you have any questions about this application, please contact Genoa Ingram
at genoa@courtstreetconsulting.org or **800-223-9708**.*



2022 OREGON FIRE DISTRICT DIRECTORS ASSOCIATION Innovative Safety Award

Fire district directors, chiefs, personnel, and volunteers all look to the trailblazers who solve problems, remove obstacles, and lead others to success. If you know of a district that is lighting the path by blazing a new trail, nominate it today!

How do I submit an application? Submit the Innovative Safety Award Nomination form to OFDDA, 1284 Court St NE, Salem OR 97301; email to laureal@ofdda.com; or fax to 503-364-9919. Applications must be received by October 3, 2022.

When will the award be presented? The award will be presented to an OFDDA member district by the OFDDA Board President and SDAO Executive Director during the OFDDA Annual Fire Service Conference.

OFDDA members are eligible to be nominated by anyone, including themselves, for the OFDDA Innovative Safety Award for each successfully implemented innovation that has improved the safety of the department, community, Oregonians, or others outside the state.

Examples include, but are not limited to:

- ♦ Development of original trainings or programs
- ♦ Discovery of revolutionary ways to use existing district equipment
- ♦ Creation of specialty apparatus, equipment, tools, devices, implements, instruments, etc.
- ♦ Implementation of innovative ideas

Nominee: _____ **Nominated by:** _____

Email: _____ **Email:** _____

Phone Number: _____ **Phone Number:** _____

On a separate sheet of paper, please respond to the following questions:

1. Describe, in detail, the specific safety innovation the nominee accomplished.
2. What is the impact of this safety innovation?
3. What resources (time, money, etc.) did this safety innovation take to develop and implement?
4. What steps may other districts need to follow to implement this safety innovation?
5. Any additional comments you would like to share?

**The application deadline is October 3, 2022. Submit completed nomination forms to
OFDDA, 1284 Court St NE, Salem OR 97301; fax to 503-364-9919;
or email to laureal@ofdda.com**



1284 Court St. NE
Salem, OR 97301
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What's Inside?

2022 OFDDA Fall Release: The Communique

Including:

2022 Fire Service Conference Materials
President's Message
& More!