



Oregon Volunteer Firefighters Association

“Representing Those Who Volunteer”

OVFA Board Meeting

Minutes

Oregon Fire Service Center – Salem, Oregon

January 17, 2014 – 1800 Hours

CALL TO ORDER:

President Sellers called the meeting to order at 1805 hours.

ROLL CALL:

- | | |
|---|---|
| <input checked="" type="checkbox"/> David Sellers, President | <input checked="" type="checkbox"/> Analisa McKinley, Director* |
| <input checked="" type="checkbox"/> Rex Parks, 1 st Vice President | <input checked="" type="checkbox"/> Jason Servatius, Director |
| <input checked="" type="checkbox"/> Stella Hickey, Secretary/Treasurer | <input checked="" type="checkbox"/> Greg Musil, Ambassador |
| <input checked="" type="checkbox"/> Kirt Hickey, 2 nd Vice President | <input checked="" type="checkbox"/> Vickie Musil, Ambassador |
| <input checked="" type="checkbox"/> David Butler, Immediate Past President | * <i>via telephone</i> |

GUESTS:

Amanda Servatius

STAFF:

Laureal Williams

Genoa Ingram

ADDITIONS/DELETIONS TO THE AGENDA:

Planning for Expo was added under New Business.

MINUTES

Motion: Moved by Jason Servatius and seconded by Kirt Hickey to approve the minutes of the November 2013 Board meeting as corrected. Motion passed

FINANCIAL REPORT:

- Treasurer Hickey reviewed the financial statement, reporting that the checking account balance was approximately \$1993.00 at the time the reports were printed by staff. Since then the association has received just over \$8500.00 in dues. Since we are in the just the first month of the fiscal year, the financials are showing billings for dues of just over \$28,000.00 and expenses just for office staff and tax filing.

A year-end report for 2013 was included in the financial reports, indicating that the association exceeded budgeted income for the year with the exception of the Telemarketing funds. Conference income was close to budget with expenses under budget and membership dues were over budget by about \$5000.00. Overall the OVFA finished the year with a negative \$95.53 but did not have to touch any reserve funds.

Motion: Moved by Dave Butler and seconded by Rex Parks to approve the financial report. Motion passed.



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STAFF REPORT:

Staff reminded the Board that copies of LC 61 (providing scholarships to children of volunteer firefighters and reserve police officers) had been distributed via email and that OVFA would be listed on the bill as a requestor. Additionally, an announcement was sent via email regarding the volunteer exemption from the Affordable Care Act.

COMMITTEE REPORTS:

- a) **Ambassador Program** – Kirt Hickey reported that two individuals were in the process of filling out Ambassador applications, one from Hoodland and one from East Umatilla County. There is also interest from within Umatilla Fire. Greg Musil reported that he had identified 16 Departments that were not members and had forwarded a brochure and a letter of invitation to membership outlining the benefits of OVFA. Stella asked that Greg forward his letter to staff to be archived as a template for similar correspondence. Greg reported that a representative of the City of Dallas had indicated that they would not renew membership since they had taken all of the classes offered at Conference.
- b) **Bylaws** – Board members reviewed the current dues structure as outlined in the Bylaws and determined that the current structure was not an equitable approach. Staff offered to propose a new dues structure for the Board’s review in February. The Board also noted that there was little difference in Conference registration fees for members versus non-members, and agreed to re-examine those fees. Staff was asked to make a recommendation, mindful that the preference was to leave the current member registrations as is and increase non-member fees.
- c) **Conference**
2014 Conference President Sellers reported that he, Jim Oeder, and staff had discussions regarding scheduling of Conference meetings and Conference content. Jason will contact Jackson Fire District #3 in an effort to obtain a copy of the IAP from the previous Conference held there. President Sellers indicated that he anticipated the March OVFA Board meeting to be conducted on a Saturday at the 2014 conference site and to include a walk-through of the conference facilities.
2015 Conference Stella reported that Chief Woodson would like a suggested class list by June. BMCC is a possible location. Travel Pendleton may be able to provide \$5,000 to promote the Conference. The Board discussed a site visit in August.
2016 Conference Dave Butler reported that Lebanon Fire District has expressed strong interest in hosting the 2016 OVFA Conference. Utilizing the new Samaritan Center as the conference site, Lebanon would be able to offer a variety of courses such as Swift Water Rescue Technician and ATV/UTF Farm Rescue. President Sellers noted the Board’s appreciation for Lebanon’s interest and asked Dave to assist the district in submitting its application for hosting the event.
- d) **Grants and Scholarships** – Stella Hickey reported that she was working on two grants but needed information on the formation of the first fire district in Oregon for one and



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needed a class list for the second. She also discussed other fundraising options, including raffles and a Speaker Forum which would be funded by pre-sold tickets. Referencing the raffle process, Stella indicated that the association could purchase a ‘Class B’ raffle license that would permit the organization to host up to four raffles per year (not to exceed \$10,000 per event).

Motion: Moved by Stella Hickey and seconded by Kirt Hickey to move forward with the raffle, including purchase of a ‘Class B’ raffle license from the Department of Justice that would allow for multiple raffles in a single year.
Motion passed

Jason Servatius will investigate the purchase of a rifle as a potential raffle item.

- e) **EMT Advisory Committee and OFCA EMS Section** – Kirt Hickey reported that he had attended the last the next meeting and will forward the minutes via email.
- f) **Governor’s Fire Policy Council** – The next meeting is January 28 at 1:00 p.m. in the Governor’s Ceremonial Office.
- g) **Fire Policy Committee** – Written report in packets.
- h) **NVFC** – No report.
- i) **Legislative** – Dates for the February session are February 3 – March 7.
- j) **Surplus Program** – Greg Musil reported that he had been in touch with Chief Carter of Antelope regarding the district’s interest in the availability of surplus items. Greg had followed up by taking inventory of the Lebanon surplus and identified three items of interest to Antelope. Dave Butler reported that he had contacted Gardner Fire and Silverton Fire. He had also exchanged several emails with Aumsville Fire regarding the medic unit.

OLD BUSINESS:

▪ **Fundraising:**

- **Memorial Fund** – Staff reported that there was no contact information on the website for the Randy E. Carpenter foundation but had been able to research the foundation from the Secretary of State’s Corporations Division and identify contact information through that source. Staff will make the initial contact with the foundation to determine if any grant opportunities currently exist.
- **Name Badges** – By consensus, the Board agreed to allow staff to order the name badges from Cruisemaster, based on the previous template on file.



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NEW BUSINESS:

▪ **360 Report**

President Sellers reported that the Task Force Report is on the website and he has received many positive responses and one negative comment.

Motion: Moved by Stella Hickey and seconded by Rex Parks to allow OFCA to list OVFA as a partner and participant on the 360 Report, including use of the OVFA logo. Motion passed

- **2014 Budget** – The Board reviewed the proposed 2014 Budget. The Board discussed including financial assistance for expenses related to sending two OVFA representatives to the National Fallen Firefighter Memorial. It was the consensus of the board to not include this assistance in the 2014 budget; instead the board may, at some future time, reconsider the request, contingent on availability of funds.

Motion: Moved by Rex Parks and seconded by Dave Butler to refer the proposed 2014 budget to the Budget Committee with the following recommendations:

- **Add line item income for fundraising raffle: \$6,000**
- **Add line item income for grant income: \$6,000**
- **Include a budget note indicating the intent of the Board to consider providing financial assistance to cover the cost of sending two OVFA representatives to the Fallen Firefighter Memorial, based on availability of funds.**

Motion passed.

President Sellers appointed Alan Montgomery, Jim Oeder, and Jill Dorrell as the non-Board Budget Committee members.

- **Challenge Coins** – President Sellers appointed Jason Servatius, Stella Hickey, and Kirt Hickey to a Challenge Coin Committee for the purpose of reviewing options and making recommendation for the Challenge Coin.
- **Expo** – Expo is scheduled for May 16 and 17, with set-up on the 15th. Stella reported that she had made contact with the new organizers and filled out the paperwork to participate. The Board discussed sponsoring classes. President Sellers asked the Board to bring back ideas for course content.
- **License Plates** –
Motion: Moved by Analisa McKinley and seconded by Stella Hickey to authorize purchase 20 license plate holders. Motion passed.



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BOARD REPORTS:

- a. Analisa McKinley reported that Jackson County Fire District #3 has agreed to provide management services for District #4.
- b. Jason Servatius reported that he attended memorial for volunteer fire captain who had founded the LOMO District (Land of Many Oaks)
- c. Kirt reported that he attended a memorial service for Ray Prindle, former Assistant Chief at Umatilla
- d. Stella Hickey reported that she is exploring the possibilities of becoming a volunteer with several possible departments. She suggested nominating OVFA’s Lifetime Achievement recipient to the NVFA for national recognition. She also plans to participate in the Firefighter Combat challenge
- e. Rex Parks reported that the concrete had been poured for the new station’s foundation. He has returned to work and firefighting following his accident.
- f. Dave Butler reported that he had celebrated his 27th wedding anniversary in November.
- g. Vickie Musil reported that she had accepted the responsibility of Medical Unit Leader for Toledo Fire. She is also working on getting a Fire Corps Chapter in Lincoln County and she was recently selected Secretary for the Fire Service Museum.
- h. Greg Musil reported that recruitment efforts for Lincoln County are going well and a Firefighter I academy begins next week. Additionally, an EMR class is being offered in Toledo. Greg announced that he was selected President of the Fire Service Museum.
- i. President Sellers reported that he had attended Nestucca Fire’s Christmas party and plans to attend Nestucca’s banquet is February 22 both on behalf of Nestucca Fire and OVFA. He also continues to sit on the ISO committee and will meet with representatives from ISO the following week.

ADJOURNMENT

There was no further business and the meeting was adjourned at 2120 hours.

Transcribed by:

Genoa Ingram, OVFA Staff