



Oregon Volunteer Firefighters Association

“Representing Those Who Volunteer”

OVFA Board Meeting

Minutes

Pendleton Convention Center
August 9, 2014 – 0900 Hours

CALL TO ORDER:

President Parks called the meeting to order at 0900 hours.

ROLL CALL:

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

GUESTS:

Chris Barnes, Guest of Jason Servatius
Sandra Briggs, Guest of Laura Thomas

STAFF:

Laureal Williams
Genoa Ingram*

** via conference call*

INVOCATION:

Greg Musil provided the invocation.

INTRODUCTION OF GUEST/GUEST INPUT:

Board members introduced their guests.

ADDITIONS TO AGENDA

President Parks added an update on the State Fire Marshal interview process to the agenda under New Business.

MINUTES

Motion: Moved by Kirt Hickey and seconded by Jason Servatius to approve the minutes of the May 16, 2014, meeting as presented. **Motion passed**

FINANCIAL REPORT:

Staff summarized the financial reports provided in the meeting packet, noting that past due invoice reminders for conference registration and membership dues have been issued. The Board discussed offering a payment plan option for payment of membership dues; no action was taken at this time.

Motion: Moved by Kirt Hickey and seconded by Jason Servatius to approve the financial report as presented. **Motion passed.**



Oregon Volunteer Firefighters Association

“Representing Those Who Volunteer”

STAFF REPORT:

Staff noted and reviewed the following components of the meeting packet:

- 2014-2015 Board Roster – Staff was directed to make changes as noted by the Board members.
- 2014-2015 Board Meeting Schedule
 - Jason Servatius will provide information for the specific location of the October meeting in Medford.
 - Stella Hickey will confirm the availability of an off-site location for the November meeting (to be conducted during the Oregon Fire Service Conference in Sunriver).
 - Laura Thomas will provide information for the specific location of the February meeting.
 - David Sellers will make arrangements for the Board to use the Hayden Island Station for its May meeting.
- 2014 Conference Evaluation Results – Overall results and comments were very positive; a list of suggested training topics for the 2015 Conference was included.
- Leadership Binder – The document was originally researched and drafted by Stella Hickey; staff has provided an annotated copy and asked for feedback on the noted comments. A sample copy for the final work product as envisioned was provided for the Board’s review.

Staff also noted the following:

- 2015 Budget Process – Staff asked for direction on initiating the process; President Parks will make committee appointments today
- Grant and Fundraising Opportunities – Staff will be working on a request to the Randy Carpenter Foundation for the 2015 Conference
- Banking Service Provider – The current provider requires personal information and liability assumption by at least one Board member. Staff is recommending we pursue a different provider; it was the consensus of the Board that staff provide a comparison listing of appropriate providers for review at the September meeting.
- Communications – To ensure effective communications and processes, Board members are encouraged to copy the Court Street Team in email communications with staff.

COMMITTEE REPORTS:

- a) **Ambassador Program** – The Board reviewed and discussed Mark Barker’s application for the Ambassador Program. Jason Servatius (as the newly elected 2nd Vice President) will conduct the applicant interview, assisted by Analisa McKinley and Laura Thomas.
- b) **Bylaws** – President Parks appointed a committee consisting of Stella Hickey, Victoria Musil, Jason Servatius, and Laura Thomas to review and make recommendations for revising the Association policies, as appropriate.
- c) **Budget** – President Parks appointed a committee consisting of himself, Stella Hickey, and Laura Thomas to develop the 2015 association and conference budgets. Staff will provide a comparison of previous year actuals as well as 2014 budget versus actuals.



Oregon Volunteer Firefighters Association

“Representing Those Who Volunteer”

d) Conference

- a. Board reviewed the sponsor thank you newsletter and directed staff to send it to the 2014 Conference sponsors after incorporating revisions as noted.
- b. Board reviewed and approved the general content of the updated sponsorship opportunity outline with minor amendments as presented by Stella. The Board expressed its desire to identify programs or awards as being ‘sponsored by’ rather than named for a specific sponsor.
- c. The committee is exploring the possibility of engaging celebrity Randolph Mantooth as a speaker for the banquet. The Board discussed benefits and challenges of this speaker, including the cost (approximately \$3,000) and the potential for additional revenue generated by non-conference participants interested in seeing Mr. Mantooth.
- d. Stella introduced the concept of adding Instructor I and Instructor II courses to the 2015 program, as noted in the suggestions provided in the 2014 Conference evaluations. It was the consensus of the Board to add these courses to the 2015 program.
- e. Stella noted that the committee needs to locate instructors for the proposed Safety and Survival class and the Farm Rescue class. She will contact DPSST to solicit recommendations for instructors for these courses.
- f. Stella reported the committee is also considering engaging two out-of-state instructors for the 2015 program.
- g. The Board discussed the importance and value of providing DPSST certified instruction to encourage registration by both volunteer and career personnel. Stella confirmed that the training programs and instructors currently proposed for 2015 are all DPSST certified.

e) Grants and Scholarships

- a. Stella reported that she will continue working on grant proposals for the following organizations:
 - Travel Pendleton (\$5,000 for conference promotional materials)
 - Oregon Community Foundation (\$10,000 for conference; \$15,000 for the surplus and ambassador programs)
 - Wild Horse Casino (\$2,500 for conference)
 - Banner Bank (\$5,000 for conference)
 - Home Depot (\$5,000 in-kind donation for conference)
 - Trans Canada (\$2,500 for conference)
- b. Stella noted that the committee will consider the addition of Randolph Mantooth and the two previously noted out-of-state instructors to the 2015 program only if funding becomes available to support those additions.
- f) **EMT Advisory Committee and OFCA EMS Section** – Kirt has been unable to attend recent meetings; he will continue to forward meeting minutes to the Board as he receives them.
- g) **Governor’s Fire Policy Council** – No report provided.



Oregon Volunteer Firefighters Association

“Representing Those Who Volunteer”

- h) **Fire Policy Committee** – No report provided.
- i) **NVFC** – No report provided.
- j) **Legislative** – Staff will continue providing electronic notice to the Board regarding legislative issues. Genoa reported that she recently attended a Public Safety Forum hosted by State Representative Jeff Barker and Paul Evans (candidate for House District 20). She noted that incentivizing volunteer emergency personnel was a key topic of discussion at the forum.
- k) **Surplus Program** – President Parks indicated that Lebanon Fire has requested that the ambulance it currently houses for the surplus program be removed as soon as possible. Greg Musil reported that the Oregon Fire Service Museum may have an interested in the ambulance. It was the consensus of the Board to donate the ambulance to the Museum. After further discussion related to the current state of the surplus program inventory, the Board elected to host a clean-up party at the Lebanon Fire Department following its September meeting. Vickie Musil offered to get cost information for both the rental of a dumpster and the use of the nearby transfer station for dumping garbage and recycling, as appropriate.

OLD BUSINESS:

- Challenge Coins – The Board considered verbal information provided about various coin manufacturers. Staff was directed to consolidate the information for review at the September Board meeting. In reference to the 2015 Conference challenge coins, it was the consensus of the Board to utilize the Pendleton Fire Department logo on the coin.
- Logo Wear – Kirt Hickey distributed a sample of the embroidery work available through the Easter Oregon Correctional facility, noting that new Board shirts would require a turnaround time of approximately three weeks. Estimated total cost of one new shirt for each Board member would be \$400.
- Chaplain Applicants – The Board reviewed and discussed the questionnaires provided by the three applicants. The following items were agreed to by consensus of the Board:
 - Additional applicants are welcome.
 - The concept of regional chaplains working with a single chaplain as coordinator has merit and should continue to be considered.
 - Current applicants should be interviewed by a committee consisting of David Sellers, Kirt Hickey, Stella Hickey, and an OVFA staff member; face-to-face interviews are desirable, but phone interviews are acceptable.
 - Board members are encouraged to email suggested interview questions to staff as soon as possible.
 - Interview results should be provided at the September Board meeting.

NEW BUSINESS:

- Online Sales – Discussion tabled until September Board meeting.
- Vinyl Stickers – On behalf of Analisa, Jason delivered the new vinyl window stickers with the Association’s logo. The stickers will be housed at the Salem office.



Oregon Volunteer Firefighters Association

“Representing Those Who Volunteer”

- State Fire Marshal Selection – Genoa reported that Jim Walker has been selected as the new Oregon State Fire Marshal. President Parks directed staff to write a letter of congratulations to State Fire Marshal Walker.

BOARD REPORTS:

- Stella – Oregon Fire Corps is preparing for its October 18 conference—more details to come.
- Kirt – Call volume has increased significantly in Hermiston. The department is working under a new operations structure.
- Greg – Continues to remain active with the Oregon Fire Service Museum.
- Laura – Chief Baker has given his official notice of retirement. Call volume has also been up recently in North Lincoln, especially with recent commercial fires.
- Jason – Just completed his national certification for EMT. The District is currently looking for an operations chief.
- Rex – The District is hoping to move into the new station soon. The local association will be devoting funds for the purchase of a new engine.

ADJOURNMENT

Meeting was adjourned at 1215 pm by President Parks.

Transcribed by:

Laureal Williams, OVFA Staff