



Oregon Volunteer Firefighters Association

“Representing Those Who Volunteer”

OVFA Board Meeting

Minutes

Lebanon Fire District, Lebanon, Oregon
September 12, 2014 – 1300 Hours

CALL TO ORDER:

President Parks called the meeting to order at 1326 hours.

ROLL CALL:

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

GUESTS:

Sandra Briggs

STAFF:

Laureal Williams
Genoa Ingram

INVOCATION:

Sandra Briggs provided the invocation.

ADDITIONS TO AGENDA

Chief's Roundtable

MINUTES

Motion: Moved by Jason Servatius and seconded by Laura Thomas to approve the minutes of the August 9, 2014, meeting as presented. **Motion passed**

FINANCIAL REPORT:

Staff summarized the financial reports provided in the meeting packet. Board members discussed waiving membership dues or offering a payment plan option for membership dues due to financial hardship and will reference same in the membership renewal letter.

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

STAFF REPORT:

Staff reported on the following items:

Paperwork has been prepared for a fundraising raffle and must be notarized. David Sellers will be the contact for the Department of Justice. The Board discussed whether or not the paperwork needs to be filed since it is unable to determine an appropriate raffle. Staff was asked to determine what fee (if any) has to be filed with the paperwork.



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An updated Board Roster was included in the Board packets.

COMMITTEE REPORTS:

- a) **Ambassador Program** – Jason noticed that interviews are scheduled with ambassador candidate Mark Baker of Scio. Board members reviewed the application form received from Nathan Tuttle (North Lincoln Fire & Rescue) and discussed the need for a specific deadline for submission. Staff will review the Bylaws and the timeline will be removed unless specifically required.
- b) **Budget** – It was noted that President Parks and Treasurer Stella Hickey and Director Laura Thomas had been appointed to the Budget Committee at the August meeting. Staff reviewed a Budget Worksheet included in the Board packet. President Parks suggested referencing the budget year of the member districts/departments for budgeting purposes. The Board also reviewed a worksheet on Conference income since 2010. It was noted that there is approximately \$7,200 in outstanding invoices from the latest Conference. It was decided that the Committee would meet an hour prior to the October 17 meeting in White City’ Budget Committee members will forward their proposed figures to staff prior to the meeting.
- c) **Bylaws** – Director Thomas asked for direction in reviewing the Bylaws. President Parks suggested identifying any discrepancies with policies or current practice
- d) **Conference** – No report. Staff will contact Stella for confirmation of various details regarding program and location. Director Sellers suggested checking with Chris to make certain that the cost of the shirts were not prohibitive.
- e) **Grants and Scholarships** – President Parks reported that he, staff, and two Board members had proofed the documents and offered suggestions. No revised documents have been received.
- f) **EMT Advisory Committee and OFCA EMS Section** – No report.
- g) **Governor’s Fire Policy Council** – Director Sellers reported that the GFPC had not met but two Task Forces had been formed:
 - a. Firefighter Injury Task Force: Formed for the purpose of investigating whether there is a more accurate method of reporting firefighter injuries.
 - b. Law Enforcement Deficiency Task Force: Formed in response to law enforcement shortages and the impact on the fire service.Director Sellers offered to serve on both if no others were interested or available. Director Sellers also reported that the 360 Task Force is headed in a national direction. He is also monitoring the ISO efforts.
- h) **Fire Policy Committee** – No report.
- i) **NVFC** – President Parks reported that Allen Montgomery had contacted him regarding the meeting in New Orleans and reported that NVFA was picking up air fare and hotel. Allen requested on an extra night’s lodging. Total cost is anticipated to be approximately \$450.
- j) **Legislative** – Staff reported on inquiries from a State Senator regarding the 360 Report and what legislation would be of benefit to volunteer firefighters. Staff will meet with



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the Senator and convey that there are pending court cases and legislation at the federal level defining the role of volunteers; OVFA would like to see how those issues resolve before introducing legislation at the state level. Staff will also emphasize the need for volunteer incentives.

- k) **Surplus Program** – Staff was asked to draft a letter to the Fire Service Museum indicating that the ambulance had been donated by OVFA. There had been an additional offer to donate apparatus and equipment. Greg Musil reported that the Museum would be interested in any apparatus. It was confirmed by Lebanon Fire that there would be no charge for the space or the new container designated to hold the surplus property.

OLD BUSINESS:

- Challenge Coins – Board members reviewed a spreadsheet prepared by staff comparing the three options discussed. Quantity of the order was also discussed as well as including a limited version for Conference and an undated version for ongoing Association promotional use. A minimum of 200 was suggested for the Conference coin; 300 for the Association coin.
- Chaplain Applicants – Applicants were discussed and Director Sellers committed to move forward with the selection process.
- Banking Options – The Board discussed a list of banking options and requirements for an individual to assume responsibility and liability for an association account. *By consensus*, the Board agreed to switch the OVFA accounts to Chase.
- Board members discussed the proposed Board shirts as presented by Director Kirt Hickey. Staff was asked to place the item on the October agenda for a follow up report from Kirt.

NEW BUSINESS:

- Online Sales – Staff reported that a credit or debit card is needed to create a PayPal account. It was noted that Director McKinley currently has no inventory on hand, having returned it to the office storage.
- Junior/Explorer Council – No report.
- Chiefs’ Roundtable – Director Sellers reported that Chief Dan Peterson was scheduling those meetings on behalf of OFCA. The Career Roundtable is scheduled for January 22 and 23; Combined Roundtable is scheduled for February 12 and 13 at DPSST; and it was suggested that the Volunteer Roundtable be held during the OVFA Conference. David pointed out that during OVFA Conference, most chiefs stay close to home to provide coverage.
- President Parks and Directors Servatius, Thomas, and Sellers reported that they planned to attend the Fallen Firefighter Memorial at DPSST along with staff.
- Board members discussed attendance and logistics for the November Conference.

BOARD REPORTS:

- Greg – Recruitment efforts continue.
- Laura – Approved by Department to start EMTB training through February.
- Sandra – Going to school for the nationally recognized EMT designation; Department issued her a new chaplain uniform; Department focus is on fire and fall prevention.



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- David – Nestucca Fire hired him on a part-time basis during the summer; he has not returned to volunteer status.
- Jason – Department is in final stages of hiring new Operations Chief.
- Rex – Department is going out for Bond levy in November for two engines and two stations. At the officers meeting, the EMS policy prohibiting response within eight hours of consuming alcohol and whether a similar policy should be applied for firefighters.

ADJOURNMENT

There was no further business and the meeting was adjourned 1549 hours.

Transcribed by:

Genoa Ingram, OVFA Staff