



Oregon Volunteer Firefighters Association

“Representing Those Who Volunteer”

OVFA Board Meeting Minutes

OVFA Conference Room
August 21, 2015 ~ 1800

CALL TO ORDER:

President Parks called the meeting to order at 1807 hours.

ROLL CALL:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Rex Parks, President | <input checked="" type="checkbox"/> Zack Wilson, Director* |
| <input checked="" type="checkbox"/> Kirt Hickey, 1 st Vice President* | <input checked="" type="checkbox"/> Mark Barker, 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 | <i>* Via Conference Phone</i> |

GUESTS:

Teri Barker
Jim Oeder, OVFA Past President

STAFF:

- Jessica Carpenter
- Christina Korkow
- Genoa Ingram
- Laoreal Williams

GUEST REPORT:

No reports.

ADDITIONS TO AGENDA

- None

MINUTES

Motion: Moved by Jason Servatius and seconded by Mark Barker to approve the minutes of the May 15, 2015 meeting as presented. **Motion passed.**

FINANCIAL REPORT:

Jessica Carpenter summarized the financial reports provided in the meeting packet and provided the following highlights. OVFA Checking Acct Balance as of Aug. 11 is \$82,651.42. This includes the addition of the CD's that were closed at Umpqua Bank totaling \$55,612.54. The Association will need to determine if these funds should be invested again and if so, where or left in the general operating account. Current open invoices total \$2908.00.00 including two invoices from conference, \$350.00 in OVFA stickers and the balance in membership notices – staff is following up to collect on these funds.

Dues collected so far this year exceed budget by \$3976.00. 2015 dues are at \$32,976 compared to budgeted number of \$29,000.00. Membership dues have increased almost \$10,000.00 in the past 6 years as follows:

2010 - \$22,993
2011 - \$21,765
2012 - \$26,405
2013 - \$28,825
2014 - \$28,965
2015 - \$32,976

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

Conference Recap: Jessica Carpenter provided a recap of Conference.

Conference financials are still tentative with a few items to be calculated including:

- Hotel Rebate from Travel Pendleton – it has been submitted and expected to be approximately \$1200.00
- Golf Tournament – expenses and income reporting needed
- Auction – a few outstanding invoices for auction items
- Facility – need to determine final price of the Blue Mt Community College and send payment
- Conference was budgeted to make \$14,675.00 this year to allow OVFA to end the year on a positive budgeted net income of \$891.00. Current conference figures show a small decrease in expected income and an increase in expenses bringing the current total income from conference to \$11,076.00. Sponsor income exceeded budget and helped a great deal in covering conference expenses this year.

The Board agreed to acknowledge first time attendees with OVFA pins. Board members will attempt to hand deliver them. Staff will work on a list of first time attendees.

COMMITTEE REPORTS:

- a) **Ambassador Program** – Kirt Hickey reported that several individuals had indicated that they were interested in putting in applications. No applications have been received. There was discussion as to whether ambassadors should be required to supply a letter of support from their Chief or Training Officer each year. If not, policies should reflect that requirement.
- b) **Budget** – Jessica Carpenter reported that Lebanon would like to know the approximate budget for Conference. She also reported that DPSST has indicated that a \$5,000 was available to OVFA. Budget Committee members are President Rex Parks, Stella Hickey, Mark Barker and Jason Servatius.
- c) **Bylaws** – No report.
- d) **Conference** – The Board reviewed a list of tentative classes proposed by Lebanon and Scio. The Board was asked if staff could move forward with securing instructor contracts. The Conference Committee would like to have the agenda finalized by November. The Board discussed best practices and history of vendor contributions and instructor costs. Staff was instructed to go forward with letters of commitment for instructors. Stella Hickey asked for a list of vendors being contacted by Lebanon Fire so she doesn't double up on the contacts. The venue contract was reviewed and approved for the President's signature. Staff also suggested a "package" registration for Conference (buy three, get one

free or offer a half-price registration to every member department.) Staff will run some numbers for several options.

- e) **Grants and Scholarships** – Stella Hickey reported that she was working on the Oregon Community Foundation Grant and TransCanada.
- f) **EMT Advisory Committee and OFCA EMS Section** – No report. The next meeting is scheduled for September 24 during the EMS Conference in Salem.
- g) **Governor’s Fire Policy Council** – Past President David Sellers reported that the Council is working on two Task Forces: a) The Law Enforcement Task Force, on which he serves, and b) the Firefighter Injury Task Force. The Council is also exploring a numbering system for apparatus.
- h) **Fire Policy Committee** – No report.
- i) **NVFC** – No report at this time.
- j) **Legislative** – Staff reported that the tax check-off would be a Republican Caucus priority and commitments of support had been received by a number of Democrats.
- k) **Surplus Program** – No report.

OLD BUSINESS:

- Chaplain Update – No report. David Sellers committed to pick up the process.
- Trailer Banners – Staff reported that OVFA would like to look at replacing the banners, designs need to be submitted and California Casualty had requested that the design include their logo. The Board would like to identify the location of the three trailers. President Parks reported that his Department was in possession of one and Nestucca has the other. It is believed that the third is in the Coos Bay area.
- David Sellers reported that Stephanie Stafford had indicated that OVFA does not have a representative on the Oregon Life Safety Team. The next meeting is scheduled for September 17 at 10:30 a.m. David offered to attend on behalf of OVFA.

NEW BUSINESS:

- Fundraising:
 - Jessica Carpenter reported on the partnership between Modera Hotels and OVFA to offer discounts to those who book via the OVFA link to book their rooms; further, a donation for each booking under that link will go to OVFA.
 - Shopaganzza is being reinstated at Woodburn Outlets and OVFA will apply for the next round of charitable organization contributions.
 - Auction items for Conference were also discussed, as well as the possibility of holding a raffle. Camping gear and other items had been raffled in the past. The Board discussed raffling a Compound Bow, a traditional fire helmet, or turnouts. Mark Barker offered to contact the Archery Hut in Lebanon regarding the bow and Kirt Hickey will also research.
 - Jessica also suggested promotional ideas to increase attendance such as register three volunteers and get one registration free or offer each department a half-price registration. She noted that with more attendees, more departments are benefitted and it relieves the pressure to recoup as much cost per person. Staff will work up some options for review. Board members also suggested sending out a letter to Chiefs in Southern Oregon indicating a need for host departments in 2017.

- New Attendee Pins – Board members discussed ordering pins for first-time Conference attendees. A smaller version of the Challenge Coin was considered as one possible design. Staff will explore options.
- OVFA Draft Policy Amendments – The Board reviewed proposed policy amendments and made changes as needed. (The work product forwarded to Board members following the meeting.)

BOARD REPORTS

- David Sellers reported that he has been invited back to assist Nestucca Fire. Nestucca is currently working on a modular burn building.
- Kirt Hickey reported that he attended the funeral for the Hermiston firefighter who was killed.
- Jason Servatius reported that he had transitioned from ambulance to hospital shift to Airport Fire. His Department recently hired a new BC from Portland and two new firefighters. New baby girl is two months old.
- Stella is enrolled for EMT basic this spring. Oregon Fire Corp is setting up a statewide academy. She also reminded Board members that they had not approved funding for the donation box and case as described by Kirt. Mark Barker agreed to fund the initial cost to get started on the project.
- Mark – New tender on the way from Florida; fighting fires
- Zack Wilson – no report.
- Rex – Two firefighters just returned from Warm Springs and deployed to John Day immediately upon return. Work continues on the North Station and the South Station will be completely replaced. Two engines are in line for production; may not arrive before winter.
- Jim Oeder reported that Chief Rick Lafsky will be in Nestucca on December 12 and 13 to teach leadership.

The Board discussed funding for a donation box. *By consensus*, the request was tabled until next year's budget discussion. Mark Barker agreed to cover the cost.

ADJOURNMENT

There was no further business and the meeting was adjourned at 21:54 hours.

Transcribed by:
Genoa Ingram, OVFA Staff