



**MINUTES
NATIONAL ASSOCIATION OF ELECTED FIRE OFFICIALS
BOARD MEETING**

December 10, 2016 9:30 AM
Washington State Fire Commissioners Association
Conference Room, James R. Larson Forum Bldg.
605 11th Avenue SE, Olympia, WA 98501

1. Call to Order and Welcome Guests

President McCullough called the meeting to order at 9:33 am.

Present: Candy McCullough, Gerry Gustafson, Mark Kreutzer, Barry Orth, Jeanne Ernst. Monte Olsen participated by phone from Missouri.

2. September 19 & 20 Board Meeting minutes. Approved. Mark requested to be an At-Large Board Member. Candy will check.

3. Sept 20, 2016 General Membership minutes.

Board discussed and reviewed the General membership meeting minutes for the September 20, 2016 meeting. Those present (who attended both meetings) agreed these minutes appear accurate. Mark noted these minutes are to be approved at the 2017 Annual Membership meeting at the Conference (Sept 18 – 19, 2017) in Las Vegas.

4. Secretary/Treasurer Report

a. **Treasurer's Report** and 2016 Year-to-Date Budget Report: 2016 Revenue and Expenses viewed on NAEFOBudget.PROPOSED2017final.xls document.

2016 Revenue:

Individual Membership Dues \$3225 / Budget \$5300

Conference income was \$1350 / Budget \$2500

Total Revenue \$10,830 / Budget \$12,465

2016 Expenses:

Conference expenses to date (12/8/16) **\$1243** / Budget \$2550

Other expenses \$ 9253 / Budget \$9650

Total Expenses \$10,496 / Budget \$12,200

b. **Membership Renewals Procedure** - Board discussed the membership renewal process.

c. **2016 -2017 Personal Services Contract** for J.Ernst valid until March 31, 2017

d. **Proposed 2017 Budget** discussion: We finalized the 2017 budget. \$11,720.00 for both revenue and expenses. JE to update the document and send to Board members.

It was noted that earlier notification of the Conference (Dates and Speakers) should increase attendance. Barry Orth, Secretary-Treasurer of the Tri-Counties stated that he would be willing to notify their members as far ahead of time as possible which has given good results in the past.

Marketing – NAEFO has a tri-fold board for display at conferences and conventions nationwide. Monte suggested we have a banner made that could be shipped easily for different events across the Nation. If affordable, we could have a few available with members in different regions.

5. Presidents Report

a. Welcome newly-elected Board for 2017. Pres. Candy McCullough, and Barry Orth, Secretary. VP-elect Adam Rosenlund sent a letter of resignation Dec 8, 2016.

b. WFCA (Washington Fire Commissioners Association) Conference, October 27 – 29 2016 in Yakima went well. Approximately a dozen or so potential new members made contact with us at the ‘Eye to Eye’ exposition.

c. Barry will contact a possible volunteer to assist or take charge of updating our website.

d. WA State Legislative Day is January 28, 2017. Oregon is in April, Missouri in March/April. Monte Olsen said that they are reving up for the January legislative session. Gerry Gustafson is WA State Representative again in 2017.

6. State Association Reports

Missouri – Monte reported that NAEFO is even more critical with the current political climate. He said he is involved with a pilot program that adds 4-5 additional hours of optional training for elected officials.

Oregon – Mark reported that Oregon elected a Republican Secretary of State. The House and Senate are still Democratic. Legislative issues include predictable schedules and proper use of urban renewal credits.

Washington – Gerry reported that his district will be going to a 5-person Board and they have several good applicants. He also said that their paramedic medical transport program is ready to launch.

7. Committee Reports

a. Bylaws: Monte is interested in participating. Candy and he will discuss it.

b. Communications: VACANT. Website, Facebook, emails, Calls & letters. We need someone to volunteer for this. The Website is the top priority.

c. Conference & Workshops: VACANT, but Mark will continue to organize the conference.

d. Legislative: VACANT

e. Membership: Larry Howell, Benton City. Monte will help in his area. To get people in other states to join, we need to send the new fee structure. This needs to be defined asap.

- f. Sponsorship: Candy McCullough. Will do this in January/February.
- g. Education- VACANT

8. Other Business

- a. **Website** domaine registration/ hosting is renewed annually for \$120. It is currently paid through Nov'18.
- b. **Membership Dues & Billing 2017**
 - 2016 New policy – consider every membership as new membership
 - Membership 1st year, second year, 3rd year 3 Member Board \$100, \$150, \$200
 - 5 Member Board \$200, \$300, \$400, 7 Member Board \$300, \$450, \$600If an entire Board does not want to join, each person can pay an individual membership.
- c. **NAEFO Website Updates Needed** - Officers, Committees, mailing & email addresses.
- d. **Bylaw Revision Proposal - (text in bold type below)** 12/10/2016 by Candy M.

Article XIV. GENERAL PROVISIONS, Section 4(a), Standing Committees
“Committee Chair must be current individual members in good standing with the Corporation or appointed by the Board of Directors. **Associate members, Former NAEFO members, Retired members and Sponsors may serve as Committee Chairs. All Committee Chairs, except Sponsors have voting rights.**”
(Existing text: Associate members, Former NAEFO members, Retired members and Sponsors shall not hold a Chair position.)

Barry offered to email this proposed change to our membership. It will allow each member in good standing to vote. The time frame for voting to be determined by Barry. JE to furnish email list.

Monte will look at current bylaws on the website.

- e. **Mailchimp** updates– Minutes, agendas, membership, etc. Jeanne to get minutes to Board meeting attendees within 2 weeks, give them 4-5 days to respond and then send amended minutes to Membership by Mailchimp.

- f. **2017 NAEFO Conference Dates:** September 18 & 19, 2017 Clark County Fire Department Training Center 4425 W. Tropicana Ave Las Vegas NV.
Host Hotel: Orleans Hotel & Casino 4500 W. Tropicana Ave Las Vegas NV.
Speaker possibilities: CFSI (Congressional Fire Service Institute) Bill Webb suggested Jeanne to send Excel schedule/planner for conference planning.

- g. **Bank signature authorization** to be revised. Remove Ray Lamoureux and add Barry Orth – 2017 Secretary. JE to ask Vashon USBank how to do this. Can Barry sign card in Benton City?

- h. **Suggestion that a Charter be created** for each of the Committees – mission & duties.

- i. **Strategic plan update** – Mark will contact Cindy

- j. **Increasing NAEFO membership involvement**

Start by getting prices and graphics for a banner. JE to get prices. One could be placed at a meeting Feb 3, WA Fire Chiefs are meeting in Central Oregon in May. Monte suggested a banner that we can roll and send by mail. Barry suggested putting one in Benton City. ALL IDEAS ARE WELCOME.

Discussion to continue - Hold events or have a presence in conjunction with trade shows, Chiefs Associations, National Leadership conferences, Ambulance Companies, etc.

9. Next Board Meeting: March 18, 2017

9:30 am, WFCA Conference Room, 605 11th Avenue SE, Olympia, WA 98501
To participate by phone, please contact President McCullough by March 15.

10. Meeting Adjourned at 12:08pm

Respectfully submitted,
Jeanne Ernst
Administrative Assistant