



## Quarterly Board of Directors Meeting Minutes

Tuesday, April 16, 2024

(participation via video conference)

### 1. Establishment of Quorum

- Bruce Suenram, President
- Marvin Hill, Vice President, and Illinois State Director
- Monte Olsen, Secretary/Treasurer, and outgoing Executive Director
- Scott Barthelmass, Missouri State Director
- Bonnie Jones, Montana State Director
- Jay Cross, Oregon State Director
- Mark Jack, Texas State Director
- Lee Boling, Washington State Director
- Orlanda Smith, Individual Director At-Large
- Candy McCullough, Immediate Past President

2. The second quarter meeting of the Board of Directors of the National Association of Emergency and Fire Officials (NAEFO) was called to order at 9:01 pm Eastern Time with incoming Executive Director Cole Arreola-Karr present and there were no guests present.

3. Immediate Past President McCullough moved to approve the minutes from the January 16, 2024, meeting and the motion passed.

### 4. Remarks and Reports

- President Suenram reported that the Ad Hoc Executive Committee had not met since the last Board meeting and that an action was taken without a meeting when eight members of the Board of Directors approved the President executing the attached contract with Cole Karr d/b/a Karr Advocacy Strategies to fulfill the role Executive Director effective April 1, 2024.
- Immediate Past President McCullough thanked outgoing Executive Director for his work as the Executive Director since September 2018.
- Treasurer Olsen presented a revised 2023 Financial Report along with the 2024 Financial Report as of March 31, 2024, and Director Hill moved to accept the 2024 Financial Report as of March 31, 2024, and the motion passed.

- Treasurer Olsen reported that Policy #7, which says, “All checks issued on behalf of NAEFO the Association shall be signed by any of the following: the President, Treasurer, or Executive Director”, allows incoming Executive Director Karr to sign checks, and therefore Treasurer Olsen is working with the Association’s bank depository and incoming Executive Director Karr to be able to sign checks.
- Incoming Executive Director Karr shared with the Board of Director his focus on growing the Association membership and sponsorships and conference participation and exhibitors through communication and engagement.
- Incoming Executive Director Karr provided an update on the following federal legislation and proposed regulations involving:
  - House Bill 725 for the Special District Grant Accessibility Act;
  - The final proposed Per- and Polyfluoroalkyl Substances (PFAS) National Primary Drinking Water Regulation;
  - Proposed changes to Standard 1910.156 of Occupational Safety and Health Standard 1910.156 with will impact fire districts and fire protection districts in many states, including Illinois, Oregon, and Washington;
  - House Bill 4090 and Senate Bill 870, which reauthorizes the Staffing for Adequate Fire and Emergency Response (SAFER) and Assistance for Firefighters grants; and
  - The ten percent (10%) funding reduction of the 2025 SAFER and Assistance for Firefighters grants.
- Incoming Executive Director Karr provided an update on the presenters for the 2024 Conference and that he, the President, and the outgoing Executive Director will be meeting with Sladek Conference Services to finalize the 2024 Conference presenters and transition the administrative relationship between NAEFO and SCS to the new administration.

5. General Orders of the Day

- Outgoing Executive Director Olsen presented the following attached policies with proposed revisions for review:
  - Policy 1 Governance of Association Policies
  - Policy 2 Amending and Repealing Association Bylaws
  - Policy 3 Association Partnerships and Agreements
  - Policy 4 Association Membership Credentials
  - Policy 5 Association Committees
  - Policy 6 Protection of Association Records
  - Policy 7 Association Finances
  - Policy 9 Guidelines for Association Sponsors

- Director Jack moved to approve the attached policies with the condition that the following grammatical changes recommended to proposed revised Policy 2 by Immediate Past President McCullough be made and the motion passed:
    - The word “members” in Section 2.3 b) be pluralized to “members”; and
    - The word “periodically” in Section 2.4 c) be changed to “periodic”.
  - Treasurer Olsen presented the attached proposed 2024 Budget and Director-at-Large Smith moved to pass the attached proposed 2024 Budget and the motion passed.
6. There was no unfinished business.
7. There was no new business.
8. Reports were received from the following state associations:
- Director Hill from Illinois reported on the response to date to the proposed changes to Standard 1910.156 of Occupational Safety and Health Standard 1910.156, the strategies being discussed for unfunded mandates, and the district viability reports due to counties by the end of the year.
  - Director Barthelmass and Director-at-Large Smith, both from Missouri, reported that the Missouri General Assembly is meeting through mid-May and that both the Missouri Association of Fire Protection Districts and the Missouri Association of Career Fire Protection Districts are busy finalizing their respective conferences in June.
  - Director Jones from Montana reported that preparations are underway for the next state legislative session and President Suenram, also from Montana, reported that wildland fires are expected to increase due to the current dryness.
  - Director Cross from Oregon reported on the strategizing legislative relief of paying overtime to first responders due to the new 12-week mental health leave that is paid out a collective paycheck deduction without anticipating the impact of paying overtime for shift coverage and on strategizing for the proposed overly broad application of the rules for non-entry firefighter certification.
  - Director Jack from Texas reported on a very successful state association conference of over 1,300 participants and the upcoming biennial meeting of the state legislature which will require building relationships with newly elected state legislators.
  - Director Boling and Immediate Past President McCullough, both from Washington State, reported on finalizing presenters for their state association conference later this year and ongoing strategizing to minimize the revenue impact of shifting some tax revenue from districts to economic development.

## 9. Announcements

- President Suenram reminded the Board of Directors of its upcoming quarterly NAEFO Board of Director Meetings:
  - 3<sup>rd</sup> Quarter 2024: September 15, 2024, in-person and virtually at 5:00 pm Pacific
  - 4<sup>th</sup> Quarter 2024: October 15, 2024, virtually at 9:00 pm Eastern
  - 1<sup>st</sup> Quarter 2025: January 14, 2025, virtually at 9:00 pm Eastern
- The outgoing Executive Director reported that the following upcoming events with a potential NAEFO presence have been added to NAEFO's calendar webpages.
  - Congressional Fire Service Institute's [34<sup>th</sup> Annual National Fire and Emergency Services Symposium and Dinner](#) on April 28<sup>th</sup> – 30<sup>th</sup> at Washington, D.C.
  - Fire Districts Association of California's [Annual Conference](#) on April 23<sup>rd</sup> – 26<sup>th</sup> at Seaside
  - Idaho State Fire Commissioners' Association's [42<sup>nd</sup> Annual Conference](#) on May 29<sup>th</sup> – 31<sup>st</sup> at Boise
  - Florida Association of Special District's [45<sup>th</sup> Annual Conference](#) on June 10<sup>th</sup> – 13<sup>th</sup> at Orlando
  - Missouri Association of Career Fire Protection Districts' Annual Conference on June 6<sup>th</sup> – 9<sup>th</sup> at the Lake of the Ozarks
  - Missouri Ambulance Association [Summer Leadership Seminar](#) on June 18<sup>th</sup> – 19<sup>th</sup> at the Lake of the Ozarks
  - Missouri Association of Fire Protection Districts' [Annual Conference](#) on June 21<sup>st</sup> – 22<sup>nd</sup> at the Lake of the Ozarks
  - Arizona Fire District Association's [Summer Conference](#) on July 16<sup>th</sup> – 18<sup>th</sup> at Glendale
  - Special District Association of Colorado's [Annual Conference](#) on September 10<sup>th</sup> – 12<sup>th</sup> at Keystone
  - Illinois Association of Fire Protection District's [Illinois Fire Service Conference](#) on September 15<sup>th</sup> – 18<sup>th</sup> at Peoria
  - Montana Fire Trustees Association's [Annual Conference](#) on September 27<sup>th</sup> – 29<sup>th</sup> at Great Falls
  - South Carolina Association of Special District's [Annual Conference](#) on October 16<sup>th</sup> – 18<sup>th</sup> at Myrtle Beach
  - Association of Fire Districts of the State of New York's [Annual Meeting and Conference](#) on October 20<sup>th</sup> – 23<sup>rd</sup> at Verona

- Washington Fire Commissioners Association's [Annual Conference](#) on October 23<sup>rd</sup> – 26<sup>th</sup> at Spokane
- Oregon Fire District Directors Association's [Fire Service Conference](#) on November 7<sup>th</sup> – 9<sup>th</sup> at Bend
- Utah Association of Special District's [34<sup>th</sup> Annual Convention](#) on November 8<sup>th</sup> – 10<sup>th</sup> at Layton
- Texas State Association of Fire and Emergency Districts' [23<sup>rd</sup> Annual Conference](#) in 2025 on February 6<sup>th</sup> – 8<sup>th</sup> at Round Rock

10. The following topics were discussed as possible agenda items for upcoming meetings of the Board of Directors:

- [Strategic Plan](#) Update
- [Policy 11](#) Website Privacy
- New Policy 13 for NAEFO's advocacy processes

11. The following action items were noted during the meeting:

- Immediate Past President McCullough will send contact information for presenter at a future Association education event to incoming Director Karr.
- Director Hill will send the overview presentation slides being used for advocacy education on the proposed changes to Standard 1910.156 of Occupational Safety and Health Standard 1910.156.
- Treasurer Olsen will ensure SCS is aware of the correct membership renewal date for the Black Jack Fire Protection District.
- Outgoing Executive Director Olsen will send to Director Hill information on Missouri's constitutional and legislative response to unfunded mandates in new State statutes and regulations.
- Outgoing Executive Director Olsen will provide to the incoming Executive Director Karr information on the historical interaction between NAEFO and the organization that produces board member education for community risk reduction.

12. The meeting was adjourned at 11:00 pm Eastern Time.

Submitted by the Secretary on April 17, 2024:



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Approved by the Board of Directors on August 6, 2024:

Bruce Shenson



# National Association of Emergency and Fire Officials

## Policy on Governing Association Policies

Category: ADMINISTRATIVE

Policy Number 1

Last Revised: ~~May 21, 2022~~ April 16, 2024

### REFERENCE

### SCOPE

This ~~p~~Policy applies to all persons directly associated with the National Association of Emergency and Fire Officials, hereinafter known as the "Association".

### PURPOSE

The Board of Directors may maintain policies to interpret or implement the Association's Bylaws, or to establish procedures for the ~~operation~~ administration and conduct of the Association.

### POLICY

#### 1.10 ADOPTION AND MODIFICATION OF ASSOCIATION POLICIES

Policies shall be adopted or modified by a two-thirds vote of the Board of Directors present at a meeting of the Board of Directors.

#### 1.11-2 REPEAL OF ASSOCIATION POLICIES

Policies shall be repealed or suspended by a two-thirds vote of the Board of Directors present at a meeting of the Board of Directors.

#### 1.12-3 RETENTION OF ASSOCIATION POLICIES

Policies, including previous versions, shall be maintained by the Association.

~~(a)~~ The maintenance of the policies shall be the responsibility of the ~~Administrative Assistant~~ Association's Secretary or designee.

~~(b)~~ Policies shall be numbered and include the date the policy was adopted, modified, or repealed.

c) Policies shall have a revision table that describes the changes of a new version compared to the previous version.

### 1.13.4 PUBLICATION OF ASSOCIATION POLICIES

Policies shall be published on the Association's website.

### 1.14.5 REVIEW OF ASSOCIATION POLICES

One or more policies ~~to should~~ be reviewed ~~at~~ quarterly by the ~~Association's~~ Board of Directors so that all policies should be reviewed at least once per year.

### REVISION HISTORY

| Revision Date         | Author             | Revision   |
|-----------------------|--------------------|--|
| February 14, 2009     | Unknown            | Initial version  |
| December 12, 2015     | Unknown            | Unknown  |
| September 17, 2019    | Monte Olsen        | Renamed association; refocused on maintenance instead of adoption; added website publication due to virtual main place of business; added policy reviews; added revision table |
| May 21, 2022          | Candy McCullough   | Removed specific number of policies to be reviewed at each quarterly Board of Directors meeting.   |
| <u>April 16, 2024</u> | <u>Monte Olsen</u> | <u>Added revision table requirement clarification of super majority approval requirements; and focused the Policy's use of Association instead of NAEFO.</u>                   |





# National Association of Emergency and Fire Officials

## Amending and Repealing Association Bylaws

Category: ADMINISTRATIVE

Policy Number   2  

Approved: ~~February 14, 2009~~  
Revised: ~~May 21, 2022~~ April 16, 2024

### REFERENCE

### SCOPE

This ~~p~~Policy applies to all members of the National Association of Emergency and Fire Officials, hereinafter known as the "Association".

### PURPOSE

Specifies the procedure for proposing Bylaw amendments and repeals at ~~the annual~~ membership meetings of the Association.

### POLICY

~~2.10~~ PROPOSED ASSOCIATION BYLAWS AMENDMENT OR REPEAL BY VOTING MEMBER OF THE ASSOCIATION

A voting member ~~of the Corporation~~ may propose an amendment to or repeal of the Bylaws as follows:

- ~~(a)~~ The proposed Bylaws amendment or repeal must be submitted in writing to the Secretary not less than 14 days before a membership meeting.
- ~~(b)~~ The proposed Bylaws amendment or repeal must be submitted in the proper form according to the current edition of *Robert's Rules of Order, Newly Revised*.

~~2.11~~ 2 ACTIONS BY THE ASSOCIATION'S SECRETARY

The Secretary shall:

- a) Before the next Board of Directors meeting, provide the Bylaws Committee Chair a copy of a proposed Bylaws amendment or repeal submitted by a voting member in accordance with Section 2.10;
- b) Ensure that a notice of any proposed bylaw amendment or repeal submitted in accordance with Sections 2.10, 2.123 ~~(b)~~, or 2.134 ~~(c)~~ and any recommendation of the Board of Directors and/or the Bylaws Committee Chair, is provided to the voting members ~~hip~~ not less than fourteen (14) days before the next membership meeting;

- c) Place any proposed Bylaws amendment or repeal submitted in accordance with Sections 2.10, 2.123 (b), or 2.134 (c), on the agenda of the next membership meeting; and
- d) Make available to ~~the voting~~ membership at the beginning of the next membership meeting, a copy of any proposed Bylaws amendment or repeal submitted in accordance with Sections 2.10, 2.123 (b), or 2.134 (c), along with any recommendation of the Board of Directors and/or the Bylaws Committee Chair.

**2.12-3 ACTIONS BY THE ASSOCIATION'S BOARD OF DIRECTORS**

Not less than fourteen (14) days before a membership meeting, the Board of Directors may:

- a) Recommend to ~~the voting~~ membership the approval, rejection, or amendment of any proposed Bylaws amendment or repeal submitted by a voting member in accordance with Section 2.10; and/or
- b) Recommend to ~~the voting~~ membership the approval of any Bylaws amendment or repeal proposed by the Board of Directors, whether or not the proposed Bylaws amendment or repeal was referred to the Bylaws Committee Chair by the Board of Directors.

**2.13-4 ACTIONS BY THE BYLAWS COMMITTEE CHAIR**

The Bylaws Committee Chair shall:

- a) Before the next meeting of the Board of Directors:
  1. Ensure a Rreview any proposed Bylaws amendment or repeal submitted by a voting member in accordance with Section 2.10; and
  2. Ensure a Rrecommendation to the Board of Directors and membership to either approve, reject, or amend a proposed Bylaws amendment or repeal submitted by a voting member in accordance with Section 2.10; and
- b) Before the next meeting of the membership:
  1. Ensure a Rreview any proposed Bylaws amendment or repeal referred to the Bylaws Committee Chair by the Board of Directors; and
  2. Ensure a Rrecommendation to ~~the voting~~ membership to either approve, reject, or amend any proposed Bylaws amendment or repeal referred to the Bylaws Committee Chair by the Board of Directors.
- c) Ensure a Pperiodically review the Bylaws to propose to the Board of Directors and/or membership any necessary or desirable Bylaws amendment or repeal.

## REVISION HISTORY

| Revision Date         | Author                             | Revision  |
|-----------------------|------------------------------------|---|
| February 14, 2009     | Unknown                            | Initial version   |
| December 12, 2015     | Unknown                            | Unknown   |
| September 16, 2020    | Monte Olsen                        | Refined title; renamed association; grouped actions under correct roles; removed redundancies; harmonized with latest version of Bylaws; and, removed 60 day deadline for Bylaws Committee reviews  |
| May 21, 2022          | Candy McCullough                   | Changed when a proposed Bylaws amendment or repeal must be submitted to the Secretary from not less than 90 days to not less than 14 days.  |
| <u>April 16, 2024</u> | <u>Monte Olsen and Marvin Hill</u> | <u>Removed reference to “annual” in purpose; Change references, including grammatical changes, to Bylaws Committee to Bylaws Committee Chair; focused the Policy’s use of Association instead of NAEFO; refined title; and other grammatical changes.</u> |



# National Association of Emergency Fire Officials

## Association Partnerships and Agreements

Category: ADMINISTRATIVE

Policy Number 3

Approved: ~~February 14, 2009~~  
Revised: ~~March 7, 2020~~ January 16, 2024

### REFERENCE

### SCOPE

This Policy applies to all persons directly associated with the National Association of Emergency and Fire Officials, hereinafter known as the "Association".

### PURPOSE

~~The Board of Directors may from time to time, enter into agreements with third parties, including members, for a partnership or other agreement.~~ This Policy provides guidance to the Board of Directors for adopting ~~such~~ agreements with third parties, including members, for a partnership or other purposes.

### POLICY

#### 3.10 ~~CRITERIA FOR REVIEW OF PROPOSALS~~ OF PARTERSHIP AND AGREEMENTS

The Board of Directors shall consider, where appropriate, the following criteria in reviewing proposed partnerships and agreements:

- (a) The relationship of the proposal to the emergency services;
- (b) The relationship of the proposal to the objectives and purposes of the Association;
- (c) The relationship of the proposal to the Strategic Plan of the Association;
- (d) The reputation and history of the third party;
- (e) The financial impact, if any, upon the Association and its members;
- (f) The impact of the proposal on the reputation of the Association;
- (g) The impact of the proposal on other partnerships and agreements s of the Association;
- (h) The long-term as well as short-term impacts of the proposed partnership or agreement on the Association and its members;
- (i) The appropriateness of the terms s of the partnership or agreement; and
- (j) Any other criteria the Board of Directors believes ~~is~~ are appropriate.

#### 3.424 ~~ACTION BY THE BOARD OF DIRECTORS~~

The Board of Directors may reject, approve, or amend a proposed partnership or agreement subject to the following conditions:

- (a) The approval of the proposal for partnerships and agreements shall be by two-thirds vote of the Board of Directors present at a meeting of the Board of Directors with a quorum present.

(b) ~~Approved partnerships and agreements shall be received by the Secretary of the Association, or designee, and kept in a secure manner~~Executed agreements shall be retained according to Policy 6 Protection of Association Records.

### **REVISION HISTORY**

| <u>Revision Date</u>     | <u>Author</u>      | <u>Revision</u>  |
|--------------------------|--------------------|--|
| <u>February 14, 2009</u> | <u>Unknown</u>     | <u>Initial version</u>   |
| <u>December 12, 2015</u> | <u>Unknown</u>     | <u>Unknown</u>   |
| <u>November 23, 2019</u> | <u>Unknown</u>     | <u>Unknown</u>   |
| <u>March 7, 2020</u>     | <u>Monte Olsen</u> | <u>Renamed association with focus on emergency services; grammatical corrections and clarifications; clarification of super majority approval requirements; and removed record retention from a physical place of business</u> |
| <u>April 24, 2024</u>    | <u>Monte Olsen</u> | <u>Added revision history; grammatical corrections and clarifications; simplification of Policy's purpose; refined title; and synchronized retention of executed agreements with Policy 6</u>                                  |



# *National Association of Emergency and Fire Officials*

## Association Membership Credentials

Category: ADMINISTRATIVE

Policy Number   4  

Revised: April 16, 2024

### REFERENCE

### SCOPE

This Policy applies to all persons directly associated with the National Association of Emergency and Fire Officials, hereinafter known as the “Association”.

### PURPOSE

To ensure the legitimacy of decisions made by the Association’s members, this Policy sets the requirements for voting at Association membership meetings.

### POLICY

#### 4.1 ASSOCIATION MEMBERSHIP CREDENTIALS PROCESS

Before Association membership meetings, the Secretary or designee:

- (a) Shall review the participant list of the Association membership meetings and determine which participants are the Association’s Individual Members, former officials who are Association members, and individuals representing the Association’s State Members; and
- (b) May issue name badges or some other identifier to voting members of the Association before the meeting to identify those participants with the right to vote at the membership meeting of the Association.

#### 4.2 ASSOCIATION MEMBERSHIP VOTING PROCESS

Using a roll call, name badges, or some other identifier, the person chairing a membership meeting of the Association shall ensure that only participants with voting rights shall be allowed to vote during a membership meeting of the Association.

#### 4.3 ASSOCIATION MEMBERSHIP PROXY VOTING PROCESS

Not less than seven (7) nor more than sixty (60) days before the date set for any meeting of Association members, the Secretary or designee shall notify all Association members of the membership meeting of the Association and such notice shall include instructions for authorizing another voting member of the Association to vote by proxy on behalf of another voting member of the Association; however, all such proxies must be submitted to the Secretary or designee prior to the membership meeting of the Association at which proxy votes may be cast.

## REVISION HISTORY

| Revision Date     | Author      | Revision   |
|-------------------|-------------|--|
| February 14, 2009 | Unknown     | Initial version  |
| December 12, 2015 | Unknown     | Unknown  |
| March 13, 2021    | Monte Olsen | Renamed association; perfected purpose; reworded to account for virtual meetings; added proxy voting process.  |
| April 16, 2024    | Monte Olsen | Clarified responsibilities of anyone chairing a membership meeting, not just the Chair, which is not a defined officer in NAEFO's Bylaws; synchronized with Bylaws the minimum number of days of a meeting notice before the meeting date; clarified meeting notice does not have to be in writing, i.e., a letter; clarified proxies are to another voting member on behalf of a voting member; focused the Policy's use of Association instead of NAEFO; and removed any minimum number days of proxy submission prior to a membership meeting |



# *National Association of Emergency and Fire Officials*

## ~~Committee Chairs and Members and Authority of Association~~ Committees

Category: ADMINISTRATIVE

Policy Number   5  

Approved: ~~February 14, 2009~~  
Revised: ~~September 16, 2020~~ April 16, 2024

### REFERENCE

### SCOPE

This ~~p~~Policy applies to all persons directly associated with the National Association of Emergency and Fire Officials ~~(NAEFO)~~, hereinafter known as the "Association".

### PURPOSE

To allow the ability to utilize committees to further the purposes of ~~NAEFO~~ the Association.

### POLICY

#### 5.14 ~~APPOINTMENT OF~~ ASSOCIATION COMMITTEE MEMBERS

The ~~NAEFO~~ President shall have the authority to appoint members of standing committees and ad hoc committees authorized by the Board of Directors, subject to the following conditions:

- a) The ~~NAEFO~~ President must notify the Board of Directors of any appointments and resignations.
- b) The Board of Directors may overturn an appointment made by the President upon a two-thirds vote.
- c) The President shall appoint a chair of each committee.

#### 5.42 ~~AUTHORITY OF~~ ASSOCIATION COMMITTEES

An ad hoc committee authorized by the Board of Directors has only the authority granted by the Board of Directors and a standing committee authorized by the Bylaws has only the authority over the topic granted by standing committee name in the Bylaws. ~~In~~ addition, committees are subject to the following:

- a) A committee chair may establish meeting dates and committee procedures at his or her discretion.
- b) The committee chair may appoint subcommittees and subcommittee chairs.



- c) An ad hoc committee authorized by the Board of Directors may only make recommendations to the Board of Directors, unless specifically authorized by the Board.
- d) A committee may not speak on behalf of ~~NAEFO~~ the Association unless specifically authorized by the Board of Directors.
- e) ~~The~~ Committee members may only vote who have been appointed by the ~~NAEFO~~ President. ~~Committee~~ guests may not vote at committee meetings.
- f) All committee meetings shall be open to the Executive Director and any ~~NAEFO~~ member of the Association.

### 5.43 TERM OF APPOINTMENT

Committee chair and member terms shall run concurrent with the term of office of the appointing President, unless the Board of Directors provides for a different term for ad hoc committee members.

### 5.44 WITHDRAWAL OF APPOINTMENT

Committee chairs and members serve at the pleasure of the ~~NAEFO~~ President and the ~~NAEFO~~ President may withdraw the appointment of committee chairs and members, subject to the following conditions:

- (a) The ~~NAEFO~~ President must notify the Board of Directors of the withdrawal of any appointment.
- (b) The Board of Directors may overturn the withdrawal of any appointment upon a two-thirds vote.

### 5.45 RESIGNATION OF APPOINTMENT

A committee chair or committee member may resign at any time by giving notice, preferably in writing, to the Executive Director, ~~the~~ President, or ~~the~~ ~~NAEFO~~ Secretary or designee. Any such resignation will take effect at the specified time, or if the time is not specified, upon acceptance by the ~~NAEFO~~ President.

## REVISION HISTORY

| Revision Date      | Author      | Revision   |
|--------------------|-------------|--|
| February 14, 2009  | Unknown     | Initial version  |
| December 12, 2015  | Unknown     | Unknown  |
| September 16, 2020 | Monte Olsen | Refined title; renamed association; amplified the difference between ad hoc committees of the Board of Directors versus standing committees of NAEFO, the latter of which are identified in the Bylaws; expanded committee voting privileges for committee members appointed by the committee chair; and, added sections for withdrawals and resignations. |

|                       |                    |  |
|-----------------------|--------------------|--|
| <u>April 16, 2024</u> | <u>Monte Olsen</u> | <u>Added notification of resignations to Section 5.1; change title of Section 5.1 due to both appointments and resignations; focused the Policy's use of Association instead of NAEFO; refined title; and correction of typographical and grammatical errors</u> |
|-----------------------|--------------------|--|



# *National Association of Emergency and Fire Officials*

## Protection of Association Records

Category: ADMINISTRATIVE

Policy Number 6

Approved: ~~February 14, 2009~~  
Revised: ~~March 13, 2021~~ April 16, 2024

### REFERENCE

#### SCOPE

This ~~p~~Policy applies to all persons directly associated with the National Association of Emergency and Fire Officials (~~NAEFO~~), hereinafter known as the "Association".

#### PURPOSE

Protects ~~NAEFO~~Association's records, which include its Bylaws, meeting minutes, and other documents critical to the proper operation of ~~NAEFO~~the Association and for compliance with appropriate laws and regulations.

#### POLICY

##### 6.10 GENERAL RESPONSIBILITY FOR THE ASSOCIATION'S RECORD-KEEPING

The ~~NAEFO~~ Secretary or designee shall be responsible for the preservation and maintenance of all ~~NAEFO~~Association records.

##### 6.11 LOCATION OF ASSOCIATION'S RECORDS

~~NAEFO~~The Association's paper records shall be securely maintained at ~~NAEFO's~~a physical place ~~of business known to the Association's registered~~Registered Agent with the State of Oregon. Electronic versions of ~~NAEFO~~the Association's records may be maintained on ~~the Streamline Portal~~or any commercial online repository designated by the Board of Directors.

##### 6.12 CHANGES TO RECORDS

When ~~NAEFO~~the Association's records are changed, the ~~NAEFO~~ Secretary or designee shall ensure that all changes are properly made in accordance with the Bylaws, including the parliamentary authority in the Bylaws, and any adopted policies.

### 6.13 CHALLENGES TO CONTENT

If a member or other party challenges the content of any ~~NAEFO~~-Association record, the ~~NAEFO~~ Secretary or designee shall determine the validity of the challenge and the decision of the ~~NAEFO~~ Secretary or designee may be appealed to the Board of Directors, whose decision shall be final.

### REVISION HISTORY

| Revision Date         | Author             | Revision   |
|-----------------------|--------------------|--|
| February 14, 2009     | Unknown            | Initial version  |
| December 12, 2015     | Unknown            | Unknown  |
| March 13, 2021        | Monte Olsen        | Renamed association; reworded to acknowledge electronic records and online storage of electronic records.  |
| <u>April 16, 2024</u> | <u>Monte Olsen</u> | <u>Changed physical place of retained paper records to a place known to the Registered Agent; removed Streamline Portal as an acceptable repository for electronic records; refined title; and focused the Policy's use of Association instead of NAEFO.</u> |



# National Association of Emergency and Fire Officials

## Association Finances~~Check Approval~~ and Signing

Category: ADMINISTRATIVE

Policy Number 7

Revised: ~~January-April 716,~~  
20232024

### REFERENCE

### SCOPE

This ~~p~~Policy applies to all persons directly associated with the National Association of Emergency and Fire Officials ~~(NAEFO)~~, hereinafter known as the "Association".

### PURPOSE

To establish who is eligible to approve expenditures, ~~and~~ sign checks, and how bank account and procurement card (P-Card) statements, the bank account and P-Card reconciliations, and ~~check financial reports registers~~ are reviewed and retained as a permanent record of the Association.

### POLICY

#### ~~7.05-1~~ CHECK ASSOCIATION EXPENDITURE APPROVAL

- All ~~check~~ expenditures shall be approved by the Board of Directors or at least a majority of the President, Treasurer, and Executive Director, with pre-approved exceptions described in the Appendix of this Policy; and
- All expenditures shall be substantiated in writing according to Generally Accepted Accounting Principles and the Internal Revenue Code, and such substantiation shall be maintained at least electronically to the Dropbox folder and with the online accounting software.

#### ~~7.40-2~~ AUTHORIZED ASSOCIATION CHECK SIGNERS

All checks issued on behalf of ~~NAEFO~~ the Association shall be signed by any of the following: the President, Treasurer, or Executive Director, as approved by the Board of Directors ~~on-in~~ a corporate resolution required by the Association's bank depository.

7.44-3 ASSOCIATION BANK STATEMENTS AND BANK ACCOUNT RECONCILIATIONS REVIEW

The Treasurer or designee shall provide the monthly bank statement(s) and associated bank account reconciliation report ~~of NAEFO~~ to the President, Treasurer, and Executive Director for review.

7.42-4 ASSOCIATION BANK STATEMENTS AND BANK ACCOUNT RECONCILIATIONS RETENTION

The Treasurer or designee shall upload an electronic copy of the monthly Association's bank statement(s) and associated bank account reconciliation report ~~of NAEFO~~ to the Dropbox folder as a retained record of the Association for a period no less than seven (7) years.

7.5 AUTHORIZED ASSOCIATION DEBIT AND P-CARD USE

Any debit or P-Card issued on behalf of the Association shall be authorized to be used by any of the following: the President, Treasurer, or Executive Director, as approved by the Board of Directors on a corporate resolution required by the Association's bank depository; however, only a single debit card shall be issued if the Association does not qualify for P-Cards.

7.6 ASSOCIATION P-CARD STATEMENTS AND P-CARD RECONCILIATION REVIEWS

The Treasurer or designee shall provide any monthly P-Card statement and associated P-Card reconciliation report to the President, Treasurer, and Executive Director for review.

7.7 ASSOCIATION P-CARD STATEMENTS AND P-CARD RECONCILIATIONS RETENTION

The Treasurer or designee shall upload an electronic copy of any monthly P-Card statement and associated P-Card reconciliation report to the Dropbox folder as retained records of the Association for a period no less than seven (7) years.

## APPENDIX

### Expenditures excepted from approval:

- Secretary of State fees associated with corporate registration and annual reporting;
- Contractual obligations previously approved by the Association's Board of Directors, e.g., attorney fees, the Association's educational event venue fees, the Association's educational event registration processing and the Association's sponsorship and membership processing, advocacy, etc.
- Association's post office box rental;
- Postage except for mass mailings to members and Congressional members;
- Photocopies and printing, especially for conferences and meetings of the Association's Board of Directors and membership;
- Association's telephone services, e.g., Tracfone;
- Online accounting software subscription, including IRS Form 1099 processing,
- Pre-printed checks for the Association, envelopes for checks, and bank fees;
- Office supplies under \$100;
- Shipping the Association's banners to events such as state association conferences;
- Association's educational event venue deposits
- Association's educational event presenter remuneration;
- Association's educational event continuing education certifications;
- Association's educational event refunds, including cancellations;
- Honorary Association membership certification expenses
- Association travel expenses paid by equal in kind donations;
- Association's website domain and platform hosting; and
- Association's email and marketing subscriptions.

## REVISION HISTORY

| Revision Date         | Author                        | Revision   |
|-----------------------|-------------------------------|--|
| February 14, 2009     | Unknown                       | Initial version  |
| December 12, 2015     | Unknown                       | Unknown  |
| September 12, 2020    | Monte Olsen                   | Refined title; renamed association; added who can approve checks; added Administrative Assistant as an authorized check signer (since that role has been signing checks for years); added the bank's corporate resolution as the method of board approval of signers; added the bank statement to the monthly review of the check register; and added permanent retention of bank statements and check registers   |
| January 7, 2023       | Monte Olsen and Bruce Suenram | Require a majority of President, Treasurer, and Executive Director to approve a check instead of any one of those; removed Vice President and Secretary approval of checks; removed Vice President, Secretary, and Administrative Assistant as authorized check signers; removed Secretary from review and retention of bank statement and bank account reconciliation reports; changed bank statements and bank account reconciliation reports from a permanent record to a retained record |
| <u>April 16, 2024</u> | <u>Monte Olsen</u>            | <u>Retitled Policy to be more inclusive of debit and P-Cards; broadened Policy's purpose to be more inclusive of debit and P-Cards; focused the Policy's use of Association instead of NAEFO; added an appendix of pre-approved expenditures; set a record retainment period; and added new sections for debit and P-Card use, P-Card statements and P-Card Reconciliation Reviews, and P-Card statements; and P-Card reconciliations retention.</u>   |





# National Association of Emergency and Fire Officials

## Sponsorship Guidelines for Association Sponsors

Category: ADMINISTRATIVE

Policy Number   9  

Revised: ~~January-April 716,~~  
20232024

### REFERENCE

### SCOPE

This ~~p~~Policy applies to any Sponsor that registers with the National Association of Emergency and Fire Officials (~~NAEFO~~), hereinafter known as the "Association", for sponsorship of ~~NAEFO's the Association's~~ mission and vision and also for any opportunities for any events hosted by ~~NAEFO~~the Association.

### PURPOSE

To establish clear guidelines for ~~NAEFO~~ Sponsors of the Association.

### POLICY

#### 9.1 ~~0~~ PLATNIUM SPONSOR - \$1,000.00 (Annual Term)

- Free exhibitor booth space at ~~NAEFO C~~onferences with two (2) complimentary exhibitor badges.
- Opportunity for a sponsor representative to give a 10-minute address to ~~NAEFO~~ conference attendees during one (1) lunch break (audio visual services NOT provided for luncheon address).
- Acknowledgement of sponsorship during the ~~NAEFO C~~onferences and in ~~the C~~onference programs, website, and social media.
  - Sponsor name, logo, and brief (150-word) organizational bio will appear in ~~the C~~onference programs.
  - Sponsor provided one-half page ad for ~~the C~~onference programs.
  - Sponsor name and logo will appear on the ~~NAEFO Association's~~ website for one (1) year.
- Opportunity to provide marketing material at other ~~NAEFO~~ Association events.

#### 9.42 GOLD SPONSOR - \$750.00 (Annual Term)

- Booth space discount of 50% at ~~NAEFO C~~conferences with two (2) complimentary exhibitor badges.
- Opportunity for a sponsor representative to give a 10-minute address to ~~NAEFO C~~conference attendees during one (1) lunch break (audio visual services NOT provided for luncheon address).
- Acknowledgement of sponsorship during the ~~NAEFO C~~conferences and in ~~the C~~conference programs, website, and social media.
  - Sponsor name, logo, and brief (150-word) organizational bio will appear in ~~the C~~conference programs.
  - Sponsor provided one-half page ad for ~~the C~~conference programs.
  - Sponsor name and logo will appear on the ~~NAEFO Association's~~ website for one (1) year.
- Opportunity to provide marketing material at other ~~NAEFO Association~~ events.

#### 9.43 SILVER SPONSOR - \$500.00 (Annual Term)

- Booth space discount of 25% at ~~NAEFO C~~conferences with two (2) complimentary exhibitor badges.
- Opportunity for a sponsor representative to give a 10-minute address to ~~NAEFO C~~conference attendees during one (1) lunch break (audio visual services NOT provided for luncheon address).
- Acknowledgement of sponsorship during the ~~NAEFO C~~conferences and in ~~the C~~conference programs, website, and social media.
  - Sponsor name, logo, and brief (150-word) organization bio will appear in the Conference program.
  - Sponsor provided one-quarter page ad for the Conference program.
  - Sponsor name and logo will appear on the ~~NAEFO Association's~~ website for one (1) year.
- Opportunity to provide marketing material at other ~~NAEFO Association~~ events.

#### 9.44 BRONZE SPONSOR - \$250.00 (Annual Term)

- Acknowledgement of sponsorship during the ~~NAEFO C~~conferences and in ~~the C~~conference programs.
  - Sponsor name, logo, and brief (150-word) organizational bio will appear in ~~the C~~conference programs.
  - Sponsor provided one quarter page ad for ~~the C~~conference programs.
  - Sponsor name and logo will appear on the ~~NAEFO Association's~~ website for one (1) year.
- Opportunity to provide marketing material at other ~~NAEFO Association~~ events.

| Revision Date           | Author             | Revision  |
|-------------------------|--------------------|---|
| February 14, 2009       | Unknown            | Initial version   |
| December 12, 2015       | Unknown            | Unknown   |
| September 17, 2019      | Monte Olsen        | Renamed association; updated to reflect current conference settings; added table recapping benefits by sponsorship level; added revision table  |
| December 12, 2020       | Monte Olsen        | Added discounted and complimentary one-year Associate memberships   |
| January 7, 2023         | Monte Olsen        | Removed Associate memberships, meals, breaks, and Welcome Reception; equalized organizational bio in Conference program and appearance of sponsor name and logo on NAEFO's website; updated table accordingly |
| May 11, 2023            | Monte Olsen        | Corrected booth space discount percentage to match table (revision date remains January 7, 2023)  |
| <u>January 16, 2024</u> | <u>Monte Olsen</u> | <u>Focused the Policy's use of Association instead of NAEFO</u>   |



## ~~NAEFO~~ Sponsorships of the Association

| Sponsorship Benefits and Options  | Platinum | Gold   | Silver | Bronze |
|---|----------|--------|--------|--------|
| Sponsorship Costs   | \$1,000  | \$750  | \$500  | \$250  |
| Booth Space Discount w/2 Complimentary Exhibitor Badges   | 100%     | 50%    | 25%    | 0%     |
| 10-Minute Conference Luncheon Address   | ✓        | ✓      | ✓      |        |
| Sponsor Acknowledgement in <del>C</del> onference <del>P</del> rograms, Website, & Social Media | ✓        | ✓      | ✓      | ✓      |
| Sponsor provided Ad in <del>C</del> onference <del>P</del> rograms                              | ½ Page   | ½ Page | ¼ Page | ¼ Page |
| Sponsor Name & Logo on <del>NAEFO</del> -Association's Website for 1 year                       | ✓        | ✓      | ✓      | ✓      |

**For Questions Contact:**

[infomembershipservices@naefo.org](mailto:infomembershipservices@naefo.org) or 253 -905-5284

# National Association of Emergency & Fire Officials

## Proposed Budget

January - December 2024

|   | TOTAL              |
|---|--------------------|
| Income                                    |                    |
| Conference Income                         |                    |
| Exhibitors                                | 3,000.00           |
| Members                                   | 8,000.00           |
| Non-Members                               | 4,500.00           |
| <b>Total Conference Income</b>            | <b>15,500.00</b>   |
| Direct Public Support                     |                    |
| Donations                                 | 6,500.00           |
| <b>Total Direct Public Support</b>        | <b>6,500.00</b>    |
| Memberships                               |                    |
| Associate Memberships                     | 500.00             |
| Former Officials Memberships              | 250.00             |
| Individual District Memberships           | 5,000.00           |
| State Association Memberships             | 4,000.00           |
| <b>Total Memberships</b>                  | <b>9,750.00</b>    |
| Sponsor Income                            |                    |
| Bronze Sponsors                           | 3,000.00           |
| Gold Sponsors                             | 3,750.00           |
| Platinum Sponsors                         | 4,000.00           |
| Silver Sponsors                           | 3,000.00           |
| <b>Total Sponsor Income</b>               | <b>13,750.00</b>   |
| Webinars Income                           |                    |
| Members                                   | 500.00             |
| <b>Total Webinars Income</b>              | <b>500.00</b>      |
| <b>Total Income</b>                       | <b>\$46,000.00</b> |
| <b>GROSS PROFIT</b>                       | <b>\$46,000.00</b> |
| Expenses                                  |                    |
| Business Expenses                         |                    |
| Corporate Registration and Reporting      | 250.00             |
| Post Office Box Rental                    | 300.00             |
| <b>Total Business Expenses</b>            | <b>550.00</b>      |
| Conference Expenses                       |                    |
| Catering or Food Purchases                | 10,000.00          |
| Copies and Printing                       | 500.00             |
| Event and Sponsorship Management Services | 9,000.00           |
| Miscellaneous                             | 250.00             |
| Presenter Remuneration                    | 3,500.00           |
| Staff Travel                              | 500.00             |
| <b>Total Conference Expenses</b>          | <b>23,750.00</b>   |
| Legal & Professional Services             |                    |
| Accounting Services                       | 500.00             |
| Administrative Support                    | 7,200.00           |
| Legal Fees                                | 500.00             |

# National Association of Emergency & Fire Officials

## Proposed Budget

January - December 2024

|   | TOTAL              |
|---|--------------------|
| <b>Total Legal &amp; Professional Services</b>      | <b>8,200.00</b>    |
| Marketing Expenses                                  |                    |
| Advertising/Promotional                             | 1,250.00           |
| Conference Exhibitions                              |                    |
| Exhibition Fees and Sponsorships                    | 1,500.00           |
| Exhibitor Travel                                    |                    |
| Entertainment Meals                                 | 250.00             |
| Lodging   | 1,000.00           |
| Rental Car Fuel                                     | 500.00             |
| Rental Car Rental                                   | 100.00             |
| Transportation                                      | 2,000.00           |
| Travel Meals  | 1,000.00           |
| <b>Total Exhibitor Travel</b>                       | <b>4,850.00</b>    |
| Shipping  | 600.00             |
| <b>Total Conference Exhibitions</b>                 | <b>6,950.00</b>    |
| Membership Acquisition Services                     | 1,400.00           |
| <b>Total Marketing Expenses</b>                     | <b>9,600.00</b>    |
| Membership Services Expenses                        |                    |
| Advocacy & Coalition Management Services            | 1,000.00           |
| Website   | 450.00             |
| <b>Total Membership Services Expenses</b>           | <b>1,450.00</b>    |
| Office/General Administrative Expenses              |                    |
| Copy and Printing                                   | 200.00             |
| Email Services                                      | 200.00             |
| Office Supplies                                     | 100.00             |
| Postage and Shipping                                | 25.00              |
| Service Fees  |                    |
| Bank Service Fees                                   | 60.00              |
| Online Card Processing Fees                         | 1,000.00           |
| <b>Total Service Fees</b>                           | <b>1,060.00</b>    |
| Software  | 0.00               |
| Telephone Service                                   | 500.00             |
| <b>Total Office/General Administrative Expenses</b> | <b>2,085.00</b>    |
| Other Types of Expenses                             |                    |
| Miscellaneous Expense                               | 365.00             |
| <b>Total Other Types of Expenses</b>                | <b>365.00</b>      |
| <b>Total Expenses</b>                               | <b>\$46,000.00</b> |
| NET OPERATING INCOME                                | <b>\$0.00</b>      |
| NET INCOME  | <b>\$0.00</b>      |