



Special Board of Directors Meeting Minutes **Draft**

Tuesday, August 6, 2024

(participation via video conference)

1. Establishment of Quorum
 - Bruce Suenram, President
 - Marvin Hill, Vice President, and Illinois State Director
 - Monte Olsen, Secretary/Treasurer
 - Scott Barthelmass, Missouri State Director
 - Jay Cross, Oregon State Director
 - Mark Jack, Texas State Director
 - Lee Boling, Washington State Director
 - Candy McCullough, Immediate Past President
2. The special meeting of the Board of Directors of the National Association of Emergency and Fire Officials (NAEFO) was called to order at 9:11 pm Eastern Time with Executive Director Cole Arreola-Karr present and there were no guests present.
3. Vice President Hill moved to approve the minutes from the April 16, 2024, meeting and the motion passed.
4. Executive Director Arreola-Karr proposed the attached policy for establishing the NAEFO Legislative Committee and Secretary/Treasurer Olsen moved for adopt and format the proposed policy as Legislative Committee Policy #13 with the following amendments: “The NAEFO Board of Directors shall appoint” changed to “The NAEFO President shall appoint”, “Each term shall be one (1) year” changed to “Each term shall be one calendar year”, and acronym “EMS” added to the Ambulance Emergency Services Policy Panel.
5. Executive Director Arreola-Karr gave his perspective on updating the Strategic Plan
6. Executive Director Arreola-Karr gave an update on the NAEFO Annual Conference
7. There was no unfinished business.
8. There was no new business.
9. There were no reports from State Associations.

10. Announcements

- Upcoming Quarterly NAEFO Board of Director Meetings
 - 3rd Quarter 2024: September 15, 2024, in-person and virtually at 5:00 pm Pacific
 - 4th Quarter 2024: October 15, 2024, virtually at 9:00 pm Eastern
 - 1st Quarter 2025: January 14, 2025, virtually at 9:00 pm Eastern
- Upcoming Events and Potential NAEFO presence
 - Illinois Association of Fire Protection District's [Illinois Fire Service Conference](#) on September 15th – 18th at Peoria
 - Montana Fire Trustees Association's [Annual Conference](#) on September 27th – 29th at Great Falls
 - South Carolina Association of Special District's [Annual Conference](#) on October 16th – 18th at Myrtle Beach
 - Association of Fire Districts of the State of New York's [Annual Meeting and Conference](#) on October 20th – 23rd at Verona
 - Washington Fire Commissioners Association's [Annual Conference](#) on October 23rd – 26th at Spokane
 - Oregon Fire District Directors Association's [Fire Service Conference](#) on November 7th – 9th at Bend
 - Utah Association of Special District's [34th Annual Convention](#) on November 8th – 10th at Layton
 - Texas State Association of Fire and Emergency Districts' [23rd Annual Conference](#) in 2025 on February 6th – 8th at Round Rock

11. Upcoming Meeting Agenda Items


- [Strategic Plan](#) Update
- Website Privacy [Policy #11](#)
- Policy 5 Association Committee [Policy #5](#) (to ensure harmony with new Legislative Committee Policy #13)

12. Action Items

- Executive Director Arreola-Karr will continue to pursue continuing education credit for NAEFO participants.
- Executive Director Arreola-Karr and Secretary/Treasurer Olsen will better collaborate on ensuring the members of the Board of Directors receive an email prior to the Board of Directors meetings of the NAEFO website calendar meeting with links to supporting documents for the meeting.

13. The meeting was adjourned at 11:18 pm Eastern Time.

Submitted by the Secretary on August 7, 2024:



Approved by the Board of Directors on _____:

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NAEFO Legislative Committee

Committee Structure & Protocol **DRAFT**



To: NAEFO Board of Directors
Submitted: Cole Arreola-Karr, Executive Director
Date: August 2, 2024

Purpose of the NAEFO Legislative Committee

The National Association of Emergency and Fire Officials establishes its Legislative Committee (“Committee”) for the purpose of having a dedicated panel to examine, consider, and take formal positions/statements of policy on behalf of NAEFO regarding federal legislative and regulatory issues; thus, amplifying the voice of the nation’s fire, ambulance, and emergency service directors in Washington, D.C.

The Committee carefully weighs issues impacting NAEFO’s emergency services organizations on a multi-state and regional basis. Through this, the Committee serves as an additional element of NAEFO’s proactive approach to arm emergency services directors and administrators across the nation on important issues set to impact their organization’s ability to provide lifeline services in their communities.

Power and Limitations of the Committee

Positioning/Formal Policy Statements on Matters of Federal Legislative and Regulatory Significance

The NAEFO Board of Directors empowers the Committee to take formal positions on legislation pending before the U.S. House of Representatives and the U.S. Senate at any point in the legislative process. Further, the Committee may weigh proposed, significant federal regulation that could impact the ability for emergency services organizations to provide

Discussions of State Matters

The Committee may also, and is encouraged to, discuss matters of policy impacting organizations providing emergency services at the state levels. However, NAEFO shall not take any formal policy statements regarding a policy matter pending before any state legislature or state agency.

Prohibition of Candidate Endorsements

The Committee shall not endorse any candidate for any elected or appointed position. This prohibition covers all federal, state, local, territorial, and tribal offices.

Committee Structure and Membership

The Committee’s structure and membership shall reflect the NAEFO membership, giving opportunity for the diverse set of public services that special districts and other board-governed independent organizations providing fire, ambulance, and emergency communications services to serve on the Committee.

Leadership Structure

Chair. The NAEFO Board of Directors shall appoint a sitting member of the NAEFO Board of Directors to serve as Committee Chair for a term of one (1) year. There is no limit to the number of terms any one Member may serve as Committee Chair. The Chair is responsible for Committee governance and business.

Vice Chair. Any Committee Member may be elected by a simple majority of Committee Members to serve as the Committee Vice Chair. There is no limit to the number of terms any one Member may serve as Committee Chair. The Vice Chair shall serve in the absence of the Committee Chair. The Vice Chair's term is one (1) year.

Membership Structure

Member Seating. The Committee shall be comprised of representatives from NAEFO member organizations in good standing. NAEFO Members who are eligible for Committee membership may apply to the NAEFO Board of Directors for Committee Membership, and the Board shall make Committee appointments during each NAEFO Annual Business Meeting.

Terms. Each term shall be one (1) year, and there are no limits to the number of terms each Further, the Board may fill, by appointment, vacancies to complete the year term.

Committee Seats. Aside from the Chair, as a member of the Board of Directors, the Committee shall be comprised of the following representatives:

- **NAEFO State Organizations.** Each NAEFO State Member is entitled to one (1) representative on the Committee. A Committee representative of a State Organization shall not simultaneously serve on the NAEFO Board of Directors.
- **Individual District Members.** There shall be no more than nine (9) seats open for individual district member representatives to fill. The seats shall be divided as follows:
 - *Individual District Members Providing Fire Protection Services.* No more than five (5) Committee Members may represent special districts/organizations providing fire protection services. The individual representatives may not serve in a position on the NAEFO Board of Directors.
 - *Individual District Members Providing Ambulance/EMS Services.* No more than three (3) Committee Members may represent special districts/organizations providing ambulance/EMS services. The individual representatives may not serve in a position on the NAEFO Board of Directors.
 - *Individual District Members Providing 9-1-1 Communications.* There may be one (1) Committee Member representing a special district/organization providing emergency 9-1-1 communications. The individual representatives may not serve in a position on the NAEFO Board of Directors.

Committee Member Duties and Expectations

Committee Members are expected to attend and engage in Committee meetings and related activities, including advocacy events and grassroots action.

Anticipated absences must be reported to the Committee coordinator no less than 72 hours prior to the start of the scheduled committee meeting. Any Committee Member with three (3) consecutive unexcused absences will be removed from the committee, and the seat considered vacant.

Committee Meetings

Regular Meetings

The Committee shall meet on no fewer than (6) and no more than eight (8) occasions on an annual basis. The annual calendar of Committee meetings must be adopted at the NAEFO Annual Business Meeting.

Meeting Coordination and Administration

The Committee Chair is responsible for meeting administration.

The NAEFO Executive Director is responsible for coordination of meeting activities. The Executive Director may make staff recommendations for Committee actions and statements of policy, draft and publish agendas, and execute any actions necessary to carry out policy statements, as the Committee determines.

Meeting Venues

Committee meetings are recommended to be conducted virtually (online) with the exception of any Regular Meeting co-scheduled with the NAEFO Annual Business Meeting or any other NAEFO advocacy event, as designated in the annual meeting schedule.

Quorum

A quorum is determined with no fewer than half (50 percent) of seated Committee members in attendance.

Committee Agendas and Notices

The Committee shall receive no fewer than seven (7) days prior to a regular Committee meeting a preliminary agenda of matters to be considered. Committee members may submit agenda amendments until 72 hours prior to Committee meeting. A final agenda shall be distributed no fewer than 48 hours prior to the Committee Meeting.

Special Meetings

The Committee Chair may call a special meeting of the Committee with 72 hours' notice. An agenda must accompany the notice.

Statements of Policy

The Committee may formally adopt policy statements on relevant matters pending before the Committee. Statements are broadly classified as follows:

- **Support.** Adopting a policy statement in support means NAEFO agrees with the policy in question, and the Committee has deemed the measure worthy of a statement of NAEFO support due to the positive possible or real impacts of a proposed policy – or an existing policy – on administration of local public emergency services. . The Committee may adopt a “high,” “elevated,” or “general” degree of support to guide execution and allocation of NAEFO and Member resources to advocate accordingly.
- **Support in Concept, with Amendment.** Adopting a policy statement of conceptual support indicates that a measure is worthy of support, but needs minor, yet substantive amendments to secure NAEFO’s full support.

- **Concern.** Adopting a policy statement of concern on a measure conveys NAEFO’s apprehension in supporting a measure, but the Committee holds a sense of optimism in finding common ground to mitigate impacts on the administration of public emergency services. Statements of concern may be adopted in the event the Committee, for a range of reasons, deems the situation unpalatable for a statement of opposition.
- **Oppose.** Adopting a policy statement of opposition conveys NAEFO’s sense of deep concern on a proposed policy – or an existing policy’s – potential or real impact on the nation’s public emergency service organizations. The Committee may adopt a “high,” “elevated,” or “general” degree of support to guide execution and allocation of NAEFO and Member resources to advocate accordingly.
- **Neutral.** Adopting a policy statement of neutrality conveys NAEFO’s sense of neither positive nor negative impacts on local emergency services.

Determining Statements of Policy

Statements of policy are proposed and determined at regular or special Committee meetings.

A Committee member may motion to consider a resolution to adopt a policy statement on behalf of NAEFO. Another member of the Committee must second the motion for the Committee consideration.

The Committee may adopt a policy statement on behalf of NAEFO with a three-quarters vote of the Committee.

Resolutions for policy statements receiving less than a three-quarters of Committee members’ votes in favor, but more than a simple majority of Committee members’ favorable votes, may be referred to the NAEFO Board of Directors subject to the Committee Chair.

Any policy statement resolution failing to receive a simple majority of favorable Committee votes shall not advance.

Monitoring Legislation

NAEFO’s Executive Director, as Committee coordinator, is expected to monitor and recommend policies for Committee consideration. Monitored legislation or proposed rules are not deemed worthy of NAEFO action, but are deemed worthy of Committee’s watch/monitoring.

Emergency Services Policy Panels

The Committee may also foster “Emergency Services Policy Panels” (ESPs) to act as standing subcommittees, to be led and coordinated by the subcommittee members themselves:

1. Fire Protection
2. Ambulance
3. Emergency Communications

Subcommittees meet on an as-needed basis and may recommend policies and actions to the NAEFO Legislative Committee. ESPs do not have authority to make formal policy statements on behalf of NAEFO.

ESPs are encouraged to include participation of any interested NAEFO member.

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