



**MINUTES (DRAFT)
NATIONAL ASSOCIATION OF ELECTED FIRE OFFICIALS
BOARD MEETING**

June 9, 2018 9:30 AM

Washington State Fire Commissioners Association
Conference Room, James R. Larson Forum Bldg.
605 11th Ave SE, Olympia, WA 98501

1. . **Meeting called to order 9:30am.** Participants: Candy McCullough, Mark Kreutzer, Curtis Hoopes (Oregon State Representative - by phone), Jeanne Ernst

2. **April 7, 2018 Board Meeting minutes**, unanimously approved.

3. Secretary/Treasurer Report

a. 'Current Bank Balance and Activity' document shows all expenses and income since April 7. Expenses - \$243.70. Projected income from membership fees and sponsors - \$4650. Projected expenses through August 31 - \$1,858.

b. 2018 Year-to-Date Budget Report for reference only

c. Membership Status and 2018 Conference Planning:

2018 membership billing to current members to be sent the week of June 18. We waited to bill 2018 fees in order to inform our membership about the 2018 conference. A separate mailing will include conference details with a request for names and contact information of commissioners.

d. Draft of Conference schedule appears at the end of these minutes. Mark will take care of meals & hospitality reception.

4. Presidents Report –

a. CFSI, April 18-19, 2018. 30th Annual National Fire & Emergency Services Symposium. Candy and Mark both attended. It was Candy's first attendance and a good experience to meet with legislators or their aides to learn what they support, as well as the important issues: presumptive illness, volunteer stipends, tax incentives, wildland fires. Legislators do want to have meetings and get informed.

Candy thinks that NAEFO should be represented every year, in order to have more influence and choose issues. Bill Webb, CFSI Executive Director is interested in our growth and influence in DC.

b. Membership/Sponsorship Drive – Everyone needs to reach out and encourage our counterparts to join and support our mission for both members and sponsors.

c. Oregon State NAEFO 2018 Representative:
Curtis Hoopes, Chiloquin Fire & Rescue

d. Washington State Representative for 2018 to be determined
Current representative is Gerry Gustafson.

5. State Association Reports:

a. Missouri – Monte was not able to participate today.

b. Oregon - Curtis Hoopes

Fire season has started. He attended Oregon Fire Chiefs conference in Redmond in May and will attend Volunteer Fire Fighters Assoc. meeting June 26 in Coos Bay.

c. Washington – Candy reported in Gerry’s absence,. The state budget passed and we did get additional funding for 2018.

6. Committee Reports

- a. Bylaws – If we propose changes for the Annual Membership meeting, changes will be posted to the membership 30 days prior to the vote at the Sept. Annual Membership meeting.
- b. Communications - Updates & 2018 Conference information will be put on our website.
- c. Conference & Workshops – We’re on schedule for the Conference!
- d. Legislative - VACANT
- e. Membership - Candy and Jeanne will share documents to be used for increasing membership.
- f. Sponsorship - Candy McCullough
- g. Education- NAEFO provides education at the conference. Discussion to continue about other states and how they fulfill education requirements.

7. Other Business

- a. Executive Director Appointment – roles & responsibilities
Job description, rules & responsibilities will be drawn up. Financial issues and expense reimbursements need to be clarified to define what necessitates Board approval

Executive Director was previously a paid position. We will discuss at the Annual Meeting.

It’s important that this role aligns with the Strategic Plan.

- b. Membership Dues & Billing 2018

Need names & emails of members when Districts sign up

Fees for reference: 2016 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, \$600

- c. 2018 NAEFO Conference details

September 17 & 18, 2018, Monday & Tuesday

Schedule and location are below.

Confirmed speakers: Bill Webb CFSI, Rob Brown, IAFC, Chief Norvin Collins, Sauvie Island Oregon, Lane Wintermute, Consultant ESCI & John Giller US Forest Service

We should consider changing the Conference fees for 2019. Current fees: \$150 member, \$175 non-members, \$40 guests.

- d. Mailchimp - minutes to be sent after approval. Conference information when finalized.
- e. Suggestion that a Charter be created for each Committee – mission & duties. People who are not Board members can chair committees.

8. Next Board Meeting: September 17 - 18, 2018, Annual Conference in Las Vegas.

Board may have a conference call in the interim. Candy will send informational emails to Board members, reply rapidly if relevant.

9. Meeting adjourned – 10:43am

2018 Annual NAEFO Conference & Membership Program
September 17 & 18, 2018
The Orleans Casino & Hotel & Clark County Fire Department Training Center
Las Vegas Nevada

DRAFT PROGRAM

Monday September 17, 2018

08:30 AM: Registration, Sponsor meet & greet with Continental Breakfast

09:00 AM: Welcome and Introductions: President, Candy McCullough

09:15 AM: Bill Webb, Executive Director, CFSI

10:00 AM: Break – sponsor meet & greet

10:15 AM: Board & Committee Meetings

12:00 PM: Lunch & sponsor presentation

12:30 PM: Lane Wintermute, ESCI

2:00 PM: Break – sponsor meet & greet

2:15 PM: Rob Brown, IAFC

3:30 PM: Closing remarks - President Candy McCullough

4:30 – 6:30 PM: Welcome Reception – Hospitality suite

Tuesday September 18, 2018

08:30 AM: Registration, Sponsor meet & greet with Continental Breakfast

09:00 AM: John Giller, USFS

10:30 AM: Break – sponsor meet & greet

10:45 AM: General Membership Meeting – Elections

11:45 AM: State Association & committee reports

12:00 PM: Lunch – sponsor meet & greet

12:30 PM: Chief Norvin Collins, Sauvie Island OR

2:00 PM: Break – sponsor meet & greet

2:15 PM: Reconvene Board Meeting – Record election results

3:00 PM: Closing Remarks – President Candy McCullough

Respectfully submitted,
Jeanne Ernst
Administrative Assistant