



## Quarterly Board of Directors Meeting Minutes March 13, 2021 via Video Conference

1. The meeting was called to order at 9:01 am Pacific Time by President Candy McCullough and a quorum was establishment with the following members of the Board of Directors present:
  - Candy McCullough, President
  - Robert (Bob) Skaggs, Vice President and Past President
  - David Burnett, Secretary and Oregon State Director
  - Ken Schmalbeck, Treasurer and Missouri State Director
  - Bruce Suenram, Montana State Director
  - Cliff Avery, Texas State Director
  - Gerry Gustafson, Washington State Director
  - Orlanda Smith, Individual Director At-Large
2. The following Administration Staff were recognized to be in attendance:
  - Monte Olsen, Executive Director
  - Jeanne Ernst, Administrative Assistant
3. Bob moved to approve the minutes from December 12, 2020 meeting and the motion passed.
4. Remarks and Reports
  - Candy stated that there is a need to have individuals step up to chair committees.
  - Monte submitted a written Executive Director's Report and verbally reported that the three-member Board of Directors joined from the Tightwad Fire Protection District in Tightwad, Missouri had joined NAEFO and is also taking advantage of the Streamline partnership for their website—saving that district hundreds of dollars per year.
  - Jeanne provided a year-to-date financial report that was reviewed and filled for audit. There was discussion on the \$3,040 outstanding balance owed to the Local Government Law Group (LGLG) for the legal work to form NAEFO in 2009. Cliff moved to start paying LGLG \$150 per month from cash reserves and the motion passed. The financial report is going to start to be sent out monthly.
5. Remarks in Addition to Reports at Membership Meeting
  - Ken reported that legislation in Missouri to eliminate real estate and real property taxes was defeated; however, the Fire Service Alliance will continue to watch so that the legislation does not show as an amendment on a future bill. Ken reminded everyone that sometimes legislation in one state often shows up in other states. Monte reported that

Missouri House Bill 1160 that he helped author would disqualify a director from filing for re-election if he or she had not taken the statutorily required board training. Monte also reported that the Missouri State Fire Marshal is also drafting rules that fire protection districts will not be eligible any grants administered by the State Fire Marshal's office if the district's directors have not taken the required board training. Orlanda mentioned that there is a Missouri bill that is being monitored that would deal with modification of sales taxes for fire protection. Orlanda also mentioned that there is a Missouri bill that would create wards for particular fire protection districts (currently directors of all Missouri fire protection district boards of directors are at large).

- Bruce reported that for the first time in a long time, all state-wide elected officials in Montana are Republicans and Republicans hold a majority in both houses of the Missouri state legislature. Bruce reported that there is legislation that would remove the prohibition on flying fireworks in Montana. Bruce also reported that there is a bill to prohibit requirements to install residential sprinkler systems. Bob suggested that the Washington Fire Sprinkler Coalition might be able to help the Montana fire service defeat the residential sprinkler system prohibition legislation. Candy and Monte stated respectively that the Washington State Association of Fire Marshals and the National Fire Sprinkler Association also might be similarly helpful.
- Cliff reported that the tenor of the Texas legislature has changed to focus on how to keep the natural gas and water flowing during cold weather. Cliff stated that there is a bill that would enable Texas emergency services districts to provide mobile integrated health and community medicine. Cliff also said that there is a bill that would allow governing bodies of Texas municipalities to vote leave a voter-approved emergency services district. Cliff announced that there probably will be a special legislative session in Texas to discuss redistricting. And finally, Cliff mentioned that there is a bill for Texas to succeed from the United States, although that bill may not get a hearing.
- David reported that there is a bill in the Oregon legislature that would require health benefit plans to pay emergency medical services and transporters that is expected to pass.
- Gerry and Candy reported that the Washington legislative process is more difficult than usual this year due to the capitol being closed to visitors and due to the use of video conferencing. Candy reported that there is legislation in Washington to change funding for park districts that could get further amended, e.g., funding changes for hospital districts. Candy said that there is also legislation to eliminate penalties for Washingtonians that are delinquent on payment of taxes. And Candy announced that the bill to ban on fireworks in Washington was defeated. Bob stated that there is a bill that would allow Washington cities and counties to enter into interlocal agreements that would affect the boundaries of fire districts, but amendments were successfully added to require boundary review boards had to be involved to prevent "no man's lands" from being created by resetting boundaries to avoid areas that provide little income or require higher levels of service. Candy shared that a bill was passed that requires Washington employers to give a leave of absence for volunteer firefighters mobilized under the state mobilization.
- Monte mentioned that a bill has been re-introduced in Pennsylvania that would enable the establishments of emergency services districts and that he will follow up to see if NAEFO can support those efforts.

6. Unfinished Business

- a. The topic on how to welcome new members was postponed to the next regular meeting of the Board of Directors.
- b. Bob moved that the proposed revision of *Credentials Policy #4* be adopted as attached and the motion passed.
- c. Candy moved that the proposed revision of *Protection of Records Policy #6* be adopted as attached and the motion passed.
- d. Bob moved and Cliff later moved that the proposed revision of *Event Cancellation Policy #8* be adopted as attached but that the words in Section 8.11, “via phone or email,” be substituted with the words “in writing” and that a revised policy be presented at the next regular meeting of the Board of Directors with methods for extraordinary circumstances. The said motion passed.
- e. The attached proposed new *Website Privacy Policy* was postponed to the next regular meeting of the Board of Directors.

7. There was no new business.

8. Standing Committee Reports

- a. The Bylaws Committee moved that the Board of Directors recommend approval of amending Section 1 of Article II of the Bylaws by striking the words “four (4)” and adding new subsection e:

*Honorary Membership.* Any individual who renders distinguished service to emergency services of the United States of America or to the Corporation may be designated by the Board of Directors as an Honorary Member without payment of dues. The Honorary Member shall be entitled to such privileges, except holding of elective office or voting, as the Board of Directors may determine.

The said motion passed.

- b. Monte reported that NAEFO website will be live on the Streamline platform early next week. Monte also reported that with the webinars, NAEFO’s Facebook page has been kept up to date with a 76% increase in “likes” in the last six months. Monte will also work with Ken to finalize new tri-fold brochures. A proposal for display banners for conferences will be provided to the Board of Directors at its next meeting.
- c. Monte shared that NAEFO has conducted or promoted eight free webinars so far and there was no objection from the Board to continue webinars; however, it was decided that a special meeting of the Board of Directors will be held to discuss charging for webinars.
- d. Candy reminded everyone that the conference will be held on September 20<sup>th</sup>-21<sup>st</sup>, 2021 and she announced that Bill Webb, Sara Jahnke, and George Dunkel have agreed to be presenters. Cliff recommended that Cole Karr be contacted to be a presenter.
- e. Monte reported that aspects of the proposed Special Districts Provide Essential Services Act were incorporated into the recently signed American Rescue Plan Act. Monte explained that states have been enabled to transfer money authorized in the American Rescue Plan Act to special districts.

- f. Candy reported that there is new federal legislation for the Assistance for Firefighter and Staffing for Adequate Fire and Emergency Response (AFG and SAFER); funding the US Fire Administration; Urban Search and Rescue; a national firefighter registry; Volunteer Firefighter Assistance in the form of a tax credit; smoke and carbon monoxide detectors; and tax retirement proposals.
  - g. Monte reported that names and emails are being collected from the webinars to for prospective membership; however, he echoed Candy's comments about the need for a Chair of the Membership Committee.
9. Monte announced that he is scheduled to present on inexpensive corporate risk management tools for community risk reduction at the International Association of Fire Chief's Community Risk Reduction Leadership Conference on May 25<sup>th</sup>-27<sup>th</sup>, 2021.
10. The date and time of next regular Board of Directors meeting will be June 5, 2021, at 9:00 am Pacific Time and a special meeting of the Board of Directors will be held on April 10, 2021, at 10:00 am Pacific Time to discuss charging for webinars.
11. The meeting was adjourned at 11:22 am Pacific Time.

2021 BUDGET

	2020 Actuals	2021 Budget	2021 Actuals - YTD
<b>REVENUE</b>			
Conference Income			
Members	\$150.00	\$4,000.00	\$0.00
Guests	\$0.00	\$100.00	\$0.00
Others	\$0.00	\$0.00	\$0.00
<b>Conference Income Total</b>	<b>\$150.00</b>	<b>\$4,100.00</b>	<b>\$0.00</b>
Education Income			
Registration Fees - Members	\$0.00	\$0.00	\$0.00
Registration Fees - Guests	\$0.00	\$0.00	\$0.00
Miscellaneous Fees	\$0.00	\$0.00	\$0.00
<b>Education Income Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Membership Dues			
State Memberships	\$3,500.00	\$2,500.00	\$0.00
Individual Memberships	\$2,250.00	\$2,500.00	\$0.00
Associate Memberships	\$0.00	\$0.00	\$0.00
Former Officials	\$100.00	\$150.00	\$0.00
<b>Membership Dues Total</b>	<b>\$5,850.00</b>	<b>\$5,150.00</b>	<b>\$0.00</b>
Sponsors Income			
Platinum	\$2,000.00	\$1,000.00	\$0.00
Gold			
Silver	\$500.00	\$500.00	\$0.00
Bronze	\$0.00	\$0.00	\$0.00
Supporter			
Others	\$0.00	\$0.00	\$0.00
<b>Sponsors Income Total</b>	<b>\$2,500.00</b>	<b>\$1,500.00</b>	<b>\$0.00</b>
Miscellaneous Income			
<b>Miscellaneous Income Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>REVENUE TOTAL</b>	<b>\$8,500.00</b>	<b>\$10,750.00</b>	<b>\$0.00</b>

<b>EXPENSES</b>			
Business			
Oregon Tax Registration	\$50.00	\$50.00	\$0.00
LCL - Articles of Incorp.	\$750.00	\$800.00	\$100.00
<b>Business Total</b>	<b>\$800.00</b>	<b>\$850.00</b>	<b>\$100.00</b>
Conference			
Copying/Printing - Conference	\$0.00	\$250.00	\$0.00
Hotel Facilities	\$0.00	\$50.00	\$0.00
Hotel Food/Refreshments	\$0.00	\$800.00	\$0.00
Outside Food/Refreshments	\$0.00	\$200.00	\$0.00
Supplies	\$0.00	\$50.00	
Speakers	\$26.98	\$1,760.00	\$0.00
Honorarium	\$0.00	\$500.00	\$0.00
Gifts	\$26.98	\$150.00	\$0.00
Travel	\$0.00	\$1,000.00	\$0.00
Other	\$0.00	\$110.00	\$0.00
<b>Conference Total</b>	<b>\$26.98</b>	<b>\$3,110.00</b>	<b>\$0.00</b>
Office			
Clerical Staff	\$3,600.00	\$4,200.00	\$0.00
Copying/Printing - Office	\$635.37	\$100.00	\$0.00
Office Supplies	\$0.00	\$25.00	\$0.00
P. O. Box	\$106.00	\$130.00	\$0.00
Postage	\$21.20	\$25.00	\$0.00
Software	\$0.00	\$0.00	\$0.00
Tax Form Preparation	\$9.98	\$10.00	\$10.98
Telephone	\$187.11	\$100.00	\$20.77
Other	\$15.00	\$0.00	\$30.00

## 2021 BUDGET

	2020 Actuals	2021 Budget	2021 Actuals - YTD
Office Total	\$4,574.66	\$4,590.00	\$61.75
Operations			
Advertising / Promotion (tabling)	\$124.08	\$150.00	\$0.00
Membership Mailings	\$131.28	\$150.00	\$21.89
Web Hosting / Domain Registration	\$712.79	\$700.00	\$100.86
Website Maintenance	\$0.00	\$100.00	\$0.00
Website Technical Support	\$0.00	\$100.00	\$0.00
Operations Total	\$968.15	\$1,200.00	\$122.75
<b>EXPENSE TOTAL</b>	<b>\$6,369.79</b>	<b>\$9,750.00</b>	<b>\$284.50</b>
<b>REVENUE TOTAL</b>	<b>\$8,500.00</b>	<b>\$10,750.00</b>	<b>\$0.00</b>
<b>NET INCOME</b>	<b>\$2,130.21</b>	<b>\$1,000.00</b>	<b>-\$284.50</b>



# *National Association of Elected Emergency and Fire Officials*

## Credentials

Category: ADMINISTRATIVE

Policy Number 4

Approved: February 14, 2009  
Revised: ~~December 12, 2015~~ March 13, 2021

### REFERENCE

### SCOPE

This policy applies to all persons directly associated with the National Association of Elected Emergency and Fire Officials (NAEFO).

### PURPOSE

~~To ensure accurate results of decisions taken at the annual business meeting, the Board of Directors must take certain actions. This policy set the requirements for member voting at the annual meeting.~~ To ensure the legitimacy of decisions made by NAEFO members, this policy sets the requirements for voting at membership meetings.

### POLICY

#### 4.10 CREDENTIALS PROCESS

Before the annual business meeting, or before any other meeting that will result in a vote by the ~~general~~ membership, the ~~following shall be done~~ NAEFO Secretary or designee:

(a) ~~The Secretary of the Association shall~~ Shall review the ~~registration participant list~~ and determine which ~~registrants participants~~ are NAEFO Individual Members, former officials who are NAEFO members, and individuals representing NAEFO State Members; and in good standing of the Association.

(b) ~~Name badges shall be issued~~ May issue name badges or some other identifier to voting members before the meeting ~~that clearly~~ to identify those participants with the right to vote.

#### 4.11 VOTING PROCESS

~~(c) The Secretary of the Association~~ Using a roll call, name badges, or some other identifier, the Chair shall insure ensure that only ~~members participants~~ with the appropriate badge voting rights shall be allowed to vote during ~~the a membership~~ meeting. ~~Any individual attending without the appropriate badge will not be allowed to vote, regardless of their membership status.~~

#### 4.12 PROXY VOTING PROCESS

Not less than fourteen (14) nor more than sixty (60) days before the date set for any meeting of NAEFO members, the NAEFO Secretary or designee shall notify in writing all NAEFO members of the meeting of NAEFO members and such notice shall include instructions for authorizing another member to vote by proxy on behalf of another member; however, all such

proxies must be submitted to the Secretary or designee seven (7) days prior to the membership meeting at which proxy vote may be cast.

### **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>September 16, 2020</u>	<u>Monte Olsen</u>	<u>Renamed association; perfected purpose; reworded to account for virtual meetings; added proxy voting process.</u>





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Category: ADMINISTRATIVE

Policy Number 4

Approved: February 14, 2009

Revised: March 13, 2021

### REFERENCE

### SCOPE

This policy applies to all persons directly associated with the National Association of Emergency and Fire Officials (NAEFO).

### PURPOSE

To ensure the legitimacy of decisions made by NAEFO members, this policy sets the requirements for voting at membership meetings.

### POLICY

#### 4.10 CREDENTIALS PROCESS

Before the annual business meeting, or before any other meeting that will result in a vote by the membership, the NAEFO Secretary or designee:

(a) Shall review the participant list and determine which participants are NAEFO Individual Members, former officials who are NAEFO members, and individuals representing NAEFO State Members; and

(b) May issue name badges or some other identifier to voting members before the meeting to identify those participants with the right to vote.

#### 4.11 VOTING PROCESS

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

#### 4.12 PROXY VOTING PROCESS

Not less than fourteen (14) nor more than sixty (60) days before the date set for any meeting of NAEFO members, the NAEFO Secretary or designee shall notify in writing all NAEFO members of the meeting of NAEFO members and such notice shall include instructions for authorizing another member to vote by proxy on behalf of another member; however, all such proxies must be submitted to the Secretary or designee seven (7) days prior to the membership meeting at which proxy vote may be cast.

### REVISION HISTORY

Revision Date	Author	Revision
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February 14, 2009	Unknown	Initial version
December 12, 2015	Unknown	Unknown
September 16, 2020	Monte Olsen	Renamed association; perfected purpose; reworded to account for virtual meetings; added proxy voting process.

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# *National Association of ~~Elected~~ Emergency and Fire Officials*

## Protection of Records

Category: ADMINISTRATIVE

Policy Number 6

Approved: February 14, 2009

Revised: ~~December 12,~~  
~~2015~~ March 13, 2021

### REFERENCE

### SCOPE

This policy applies to all persons directly associated with the National Association of Elected Emergency and Fire Officials (NAEFO).

### PURPOSE

~~The protection of~~ Protects NAEFO's records, which include By Laws sits Bylaws, meeting minutes, and other documents ~~that are critical of to~~ the proper operation of ~~the Association~~ NAEFO and for compliance with appropriate ~~State laws and regulations~~.

### POLICY

#### 6.10 GENERAL RESPONSIBILITY FOR RECORD KEEPING

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

~~\_\_\_\_\_ (a) Delegate certain responsibilities to the Executive Director, if any, with the approval of the Board of Directors.~~

#### 6.11 LOCATION OF RECORDS

NAEFO records ~~Records of the Association~~ shall be securely maintained at ~~the main place of business~~ NAEFO's physical place of business registered with the State of Oregon ~~of the Association~~. ~~It is the responsibility of the Secretary of the Association to ensure that the records are kept in a secure manner.~~ Electronic versions of NAEFO records may be maintained on the Streamline Portal or any commercial online repository designed by the Board of Directors.

#### 6.12 ~~AMENDMENTS~~ CHANGES TO RECORDS

When ~~Association documents are amended~~ NAEFO records are changed, the NAEFO Secretary ~~of the Association or designee~~ shall ensure that all ~~amendments changes are have been~~ properly made in accordance with the Bylaws ~~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 official NAEFO record ~~of the Association~~, the NAEFO Secretary ~~of the Association or designee~~ shall ~~make the determination~~

of determine the validity of the challenge. ~~The~~ and the decision of the NAEFO Secretary or designee may be appealed to the Board of Directors, whose decision shall be final.

### 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>September 16, 2020</u>	<u>Monte Olsen</u>	<u>Renamed association; reworded to acknowledge electronic records and online storage of electronic records.</u>



# *National Association of Emergency and Fire Officials*

## Protection of Records

Category: ADMINISTRATIVE

Policy Number   6  

Approved: February 14, 2009  
Revised: March 13, 2021

### REFERENCE

### SCOPE

This policy applies to all persons directly associated with the National Association of Emergency and Fire Officials (NAEFO).

### PURPOSE

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

### POLICY

#### 6.10 GENERAL RESPONSIBILITY FOR RECORD KEEPING

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

#### 6.11 LOCATION OF RECORDS

NAEFO records shall be securely maintained at NAEFO's physical place of business registered with the State of Oregon. Electronic versions of NAEFO records may be maintained on the Streamline Portal or any commercial online repository designed by the Board of Directors.

#### 6.12 CHANGES TO RECORDS

When NAEFO 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 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
September 16, 2020	Monte Olsen	Renamed association; reworded to acknowledge electronic records and online storage of electronic records.

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# *National Association of ~~Elected~~ Emergency and Fire Officials*

## Event Cancellation

Category: ADMINISTRATIVE

Policy Number 8

Approved: February 14, 2009

Revised: ~~December 12,~~  
~~2015~~ March 13, 2021

### REFERENCE

### SCOPE

This policy applies to any events put on by the National Association of Elected Emergency and Fire Officials (NAEFO) and all persons registered for any events hosted by ~~the National Association of Elected Fire Officials~~ NAEFO.

### PURPOSE

To establish clear cancellation guidelines for meetings, events, and refunds.

### POLICY

#### 8.10 EVENT CANCELLATION BY NAEFO

- NAEFO reserves the right to cancel an event due to low enrollment or other circumstances.
- If NAEFO cancels an event, registrants will be offered a full refund.
- Should circumstances arise that result in the postponement of an event, registrants will have the option to either receive a full refund or transfer registration to the same or similar event at ~~the new~~, future date.

#### 8.11 REGISTRATION CANCELLATION BY A PARTICIPANT/REGISTRANT

- Registration cancellations received ~~twenty~~ one (21) days prior to the event date, will receive a full refund ~~for you~~ of the registration.
- Registration cancellations received between ~~twenty~~ (20) and ~~eight~~ (8) days prior to the event date, will receive a 50% refund ~~for you~~ of the registration.
- Registration cancellations received ~~after~~ seven (7) days prior to the event date, will not receive a refund.
- Cancellations will be accepted via phone or email, and must be received by the stated cancellation deadline.
- All refund requests must be made by the registrant or registrant's district organization or attendee.
- Refund requests must include the name of the ~~attendee~~ registrant and district.

## 8.12 REGISTRATION SUBSTITUTION BY A PARTICIPANT

- If an attendee is unable to attend the event, they may substitute, by arrangement with NAEFO prior to the event date, someone else from the same district, with no penalty.

### 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>September 16, 2020</u>	<u>Monte Olsen</u>	<u>Renamed association; reworded to acknowledge any emergency service organization; eliminated inconsistent wording; corrected language for cancellations received seven (7) days prior to the event date.</u>





# *National Association of Emergency and Fire Officials*

## Event Cancellation

Category: ADMINISTRATIVE

Policy Number   8  

Approved: February 14, 2009  
Revised: March 13, 2021

### REFERENCE

### SCOPE

This policy applies to any events put on by the National Association of Emergency and Fire Officials (NAEFO) and all persons registered for any events hosted by NAEFO.

### PURPOSE

To establish clear cancellation guidelines for meetings, events, and refunds.

### POLICY

#### 8.10 EVENT CANCELLATION BY NAEFO

- NAEFO reserves the right to cancel an event due to low enrollment or other circumstances.
- If NAEFO cancels an event, registrants will be offered a full refund.
- Should circumstances arise that result in the postponement of an event, registrants will have the option to either receive a full refund or transfer registration to the same or similar event at a future date.

#### 8.11 REGISTRATION CANCELLATION BY A REGISTRANT

- Registration cancellations received twenty-one (21) days prior to the event date, will receive a full refund of the registration.
- Registration cancellations received between twenty (20) and eight (8) days prior to the event date, will receive a 50% refund of the registration.
- Registration cancellations received seven (7) days prior to the event date, will not receive a refund.
- Cancellations will be accepted via phone or email and must be received by the stated cancellation deadline.
- All refund requests must be made by the registrant or registrant's organization.
- Refund requests must include the name of the registrant.

## 8.12 REGISTRATION SUBSTITUTION BY A PARTICIPANT

- If an attendee is unable to attend the event, they may substitute, by arrangement with NAEFO prior to the event date, someone else from the same district, with no penalty.

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