

The background features a pair of golden scales of justice on the left and a wooden gavel with a silver band on the right, resting on a wooden block. The scene is set against a dark, moody background with a bright, glowing light source behind the text, creating a dramatic effect.

National Association of Emergency & Elected Officials

September 19, 2020

Zoom

Online Videoconference

Welcome!



*Commissioner and
Chair of the Vashon
Island Fire & Rescue
in Washington State*

**NAEFO President
Candy McCullough**

NAEFO

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CONSULTING GROUP



NAEFO

Introductions



*Commissioner for
Central Pierce Fire &
Rescue in Washington
State*

NAEFO Vice
President Bill Eckroth



NAEFO

Introductions



NAEFO Missouri
State Director Ken
Schmalbeck

*Director of the Black
Jack Fire Protection
District (North St.
Louis County);
founding President of
Missouri Association
of Fire Protection
Districts*

Introductions



NAEFO Montana
State Director Bruce
Suenram

*Hamilton Rural Fire
District Board Chair;
former MT State Fire
Marshal; Missoula
Rural Fire District
Chief; Kelseyville
(CA) Fire Protection
District Chief; Int'l
Assoc of Wildland
Fire Past President*

Introductions



NAEFO Oregon State
Director David
Burnett

*At Large member on
Chiloquin Fire &
Recue Board of
Directors & Director
on Oregon Fire
District Directors
Association Board of
Directors*

Introductions



NAEFO Texas State
Director Cliff Avery

*Texas State
Association of Fire &
Emergency Districts
(SAFE-D) Executive
Director; Principle of
GCP Association
Services, LLC
(association
management services
provider)*

Introductions



NAEFO Washington
State Director Gerry
W. Gustafson

*Commissioner &
Chair of Graham
Fire & Rescue;
Washington Fire
Commissioners
Association Past
President*

Introductions



NAEFO Director-
At-Large Orlanda
Smith

*Director of Black
Jack Fire Protection
District; Executive
Board North St. Louis
County Labor
Legislative Club; St.
Louis Labor Council
Delegate; Coalition
of Black Trade
Unionists member*

Introductions



NAEFO Past
President Robert
(Bob) Skaggs

*Served for 25 years
Graham (WA) Fire &
Rescue
Commissioner;
Washington Fire
Commissioners
Association Past
President*

Introductions



NAEFO Executive
Director Monte Olsen

*Past President &
Honorary Life
Member of Missouri
Association of Fire
Protection Districts.
Former NAEFO Vice
President.*

Introductions



*Vashon Island,
Washington State*

**NAEFO Administrative
Assistant Jeanne Ernst**



NAEFO

Introductions



NAEFO Members

*Introduce Yourself
& Colleagues*

*Tell us about your
organization*



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NAEFO

Annual Membership Agenda



Annual Membership Meeting Agenda September 19, 2020

12:30pm Eastern; 11:30am Central; 10:30am Mountain; 9:30am Pacific
([email: esunnie@naefo.org](mailto:esunnie@naefo.org)) to participate via video conference)

1. Establishment of Quorum
2. Call to Order
3. Recognition of NAEFO Directors and Officers Present
 - = Candy McCullough, President
 - = Bill Eckroth, Vice President
 - = Ken Schmalbeck, Missouri State Director
 - = Bruce Suenram, Montana State Director
 - = Cliff Avery, Texas State Director
 - = David Burnett, Oregon State Director
 - = Gerry Gustafson, Washington State Director
 - = Orlanda Smith, Individual Director At-Large
 - = Bob Skaggs, Immediate Past President
4. Recognition of Administration Staff and Guests Present
 - = Monte Olsen, Executive Director
 - = Jeanne Ernst, Administrative Assistant
5. Approval of [Minutes from the September 16th, 2019 Meeting](#)
6. Financial Report, Jeanne Ernst, Administrative Secretary
 - a. 2020 Year-to-Date Report
 - b. Membership Status
7. President's Report, Candy McCullough
 - a. Resignation
 - i. Barry Orth, Secretary/Treasurer and Legislative Committee Chair
 - b. 2020 Firefighter Assistance and SAFER Grant Review Panels
 - i. 2020 SAFER Grant Review Panel participation
 - ii. 2021 Review panel participation opportunities

- c. Partnerships
 - i. Columbia Southern University (10% tuition discounts for NAEFO members, spouses, and children)
 - ii. Public Consulting Group (EMS consulting and webinar provider)
 - iii. Streamline (web hosting and portals for team collaboration and community engagement)
8. Executive Director's Report, Monte Olsen
 - a. Progress against the [2019-2022 Strategic Plan](#)
 - b. Reviews of [Administrative Policies](#)
9. Standing Committee Reports
 - a. Bylaws, Chair Ken Schmalbeck
 - i. Proposed Bylaws amendments (red underlined text proposed to be added and red underlined struck out text proposed to be removed)
 1. Paragraph (a) of Section 2 of Article IV, which states, "The total number of ~~State~~ Directors may not exceed twice the number of State Members." (NAEFO currently has 4 State Members, which would limit the size of the NAEFO Board of Directors to 8) versus Section 11 of Article IV (which says the size of the NAEFO Board of Directors right now would be 9);
 2. Section 11 of Article IV, which states, "The Immediate Past President and Officers shall be ~~an~~ ex-officio, voting members of the Board of Directors.", and
 3. Section 1 of Article II, which states, "There are four (4) classes of members and membership will be granted upon approval by the Board of Directors and receipt of ~~any required~~ payment by the Corporation of membership dues."
 - b. Communication, Chair Bill Eckroth
 - i. Facebook presence (please check in on Facebook for this event and like the NAEFO page)
 - c. Conference and Education, Conference Chair Candy McCullough with support from Mark Kreutzer
 - i. Webinars (see new NAEFO webinar web page: www.naefo.org/webinars)
 - ii. Las Vegas, Nevada Conference Dates September 20th-21st, 2021
 - d. Legislative, Vacant
 - i. Special Districts Provide Essential Services Act (S. 4308/H.R. 7073)
 - ii. Don't Break Up the T-Band Act (S. 2748/H.R. 6800)
 - iii. [Current Federal Legislation](#)
 - e. Membership, Vacant
 - f. Sponsorships, Chair Candy McCullough

10. Unfinished Business
 - a. None known
11. New Business
 - a. Amendments of Bylaws
 - i. Members vote on the Board of Directors recommendation to waive the 14 day notice to amend Bylaws
 - ii. If waiving 14 day notice is approved by members, vote on the 3 proposed amendments (see Bylaws Committee Report above)
12. Orders of the Day
 - a. Election of Director At-Large to the NAEFO Board of Directors for one-year term
 - i. Orlanda Smith is the incumbent
 - b. Election of Officers
 - i. President—Candy McCullough is the incumbent
 - ii. Vice President—Bill Eckroth is the incumbent
 - iii. Secretary—David Burnett is the nominee
 - iv. Treasurer—Ken Schmalbeck is the nominee
 - c. Commercial Deposit Accounts and Related Services (updated check signing authorization due to new signors)
13. Announcements
 - a. Winter NAEFO Board of Directors meeting: December 12, 2020 at Noon Eastern; 11 am Central; 10 am Mountain; 9:00 am Pacific
14. Review of Action Items, Jeanne Ernst, Administrative Assistant
15. Installation of Director and Officers
16. Adjournment



NAEFO



Approval of the Minutes



Annual Membership Meeting Minutes (DRAFT)

September 16, 2019 10:45am Pacific
Clark County Fire Department Training Center
4425 W. Tropicana Avenue
Las Vegas, Nevada 89103

1. E
2. C 1. There were 17 attendees: Dean Bloemke (WA), State Director David Burnett (OR), David Calhoun (MO), Vice President Bill Eckroth (WA), Roger Ellison (MO), State Director Gerry Gustafson (WA), Richard Hurley (OR), Individual Director at Large Mark Kreutzer (OR), Mike Lyons (WA), President Candy McCullough (WA), Terry Miller (WA), Executive Director Monte Olsen (MO), Secretary/Treasurer Barry Orth (WA), Ken Schmalbeck (MO), LJ Silverman (CA), Terry Sinkler (WA), Orlanda Smith (MO) (*non-members). A quorum was established with 15 members being in attendance. Also in attendance was Administrative Assistant Jeanne Ernst.
- o 2. President McCullough called the meeting to order at 11am, introduced herself, current officers and staff and thanked our sponsors for their support: AT&T First Net; Public Consulting Group; Washington Fire Commissioners Assoc.; TCA Architecture and King County Fire Commissioners.
4. R
- o
5. A 3. [Minutes from September 18, 2018 Membership Meeting](#) were approved as presented.
6. F 4. The Financial Report was presented by Jeanne Ernst, Administrative Assistant.
5. Standing Committee Reports
7. P a. Bylaws, Chair Monte Olsen
 - i. Proposed Bylaws Changes: Monte stressed the importance that NAEFO Bylaws be a model for other organizations, that our Bylaws should protect NAEFO from being overtaken by a small number of members. Please read them carefully. Changes include our name change, addition of missing information, corrections, removal of duplications and contradictions.
 - ii. Reduce the quorum from 20 to 10% (of the total membership).
 - iii. In order to vote today, we needed to have sent the Bylaws with changes to the membership 14 days prior to this meeting. Not having done this, we will do the vote electronically and give the membership 14 days to respond.
 - iv. Our new membership billing system had the unforeseen impact of not knowing all the names and contact information of the new members. Jeanne will contact districts or members to get contact information to send the Bylaws and proceed with voting.

- b. Communication, Chair Bill Eckroth - He posted something to our Facebook page which did not appear. There is a problem with our page. It is not registering 'likes' and other posts. Ideally, we need someone to look at it daily. We may need to start a new page for our new name. We were able to change the logo, but not the new name.
 - c. Conference and Education Chair Mark Kreutzer- Many thanks for the good attendance at this meeting and special thanks to those who came from Missouri. In the future, for the Conference, he would like to clarify and organize with Candy and Monte the process for finding speakers. For the location, Las Vegas seems to have the lowest priced rooms and we have the Clark County Training Center at no cost. He's looked at other locations and the room cost is double our rate at The Orleans.
 - d. Legislative, Chair Barry Orth - No activity to report this year in Washington State except that some legislation will be re-introduced next session.
 - e. Membership, Candy McCullough "volunteered/nominated" Orlanda Smith who will think about being committee Chair. She thinks we can be more successful with some collaboration and discussion. There was a question about the cost of having a table at conferences, like FireShowsWest. Candy responded that it varies and that WFCA offers us a table at their Fall conference. Monte suggested looking at the state associations on our website, which has links to events, dates, etc. He urged attendees to check out locations and see if it's possible to combine a conference with other travel.
 - f. Sponsorships, Chair Candy McCullough - Thanks again to our 2019 sponsors.
6. Unfinished Business
- a. Strategic Plan: The Board of Directors adopted the Strategic Plan after input from members at the 2018 Annual Meeting. The Strategic Plan will need to be updated with the name change and the name of the new Individual Director at Large.
7. New Business
- a. Election of One Individual Director (Director at Large) to the Board of Directors: Mark Kreutzer has had this position for years (and merits all the applause he received). The new Director at Large will not have as much work as Mark did, because he was also very involved with organizing the Annual Conference. The position includes participating in quarterly meetings, 3 of which are in Olympia WA and can be done by phone. The 4th is the Annual Conference, Board Meeting. Candy nominated Orlanda Smith of Black Jack FPD and there were no other nominations. Orland Smith was elected Individual Director At Large
 - b. Election of Officers for 2020:
 - i. President: Candy McCullough was elected President—there were no other nominations.
 - ii. Vice President: Bill Eckroth was elected Vice President—there were no other nominations.
 - iii. Secretary/ Treasurer: Barry Orth was elected both Secretary and Treasurer—there were no other nominations for either office.
8. Announcements
- a. Installation of Individual Directors and Officers tomorrow at 3:30pm
9. Next Electronic Voting and Meeting

- a. Electronic Vote to Approve Proposed Bylaw changes, include changing the voting quorum percentage from 20 to 10%. Members will be notified by mid-October and will have until the end of the month to vote. We will need a quorum of at least 20% voting on these changes, so Candy encouraged everyone to vote as soon as you can. The point of these changes is to give us more time to work on important issues, rather than administrative procedure.
 - b. Question about Bylaws terminology. What are the qualifications or the definition of an "Official"? Candy responded that it means having been a member of a governing Board, voted into office or appointed by a governing agency.
 - a. 2020 Annual Meeting date to be announced by the Board of Directors at tomorrow's meeting.
10. The meeting was adjourned at 12:05pm

September 16, 2019

NAEFO



Financial Report

Sep 11, 20

Cash on Hand	10,310
Accounts Receivable	1,250
Accounts Payable	3,600

Jan 1 - Sep 11, 20

Gross Income	6,600.00
Total Expense	2,241.90
Excess Revenue	4,358.10



NAEFO



Financial Report

	<u>Jan 1 - Sep 11, 20</u>
Income	
Conference Income	150.00
Membership Dues	
State Membership Dues	2,000.00
Membership Dues - Other	1,950.00
	<hr/>
Total Membership Dues	3,950.00
Sponsor Income	
Platinum Sponsor	2,000.00
Silver Sponsor	500.00
	<hr/>
Total Sponsor Income	2,500.00
	<hr/>
Total Income	6,600.00
	<hr/>
Gross Income	6,600.00



Financial Report

	<u>Jan 1 - Sep 11, 20</u>
Expense	
Business Expenses	
Articles of Incorporation-Speer	500.00
Total Business Expenses	500.00
Conference Expense	
Conf. Speaker Expenses	
Gifts	26.98
Total Conf. Speaker Expenses	26.98
Total Conference Expense	26.98
Operations	
Advertising / Promotion	124.08
Books, Subscriptions, Reference	15.00
Copies / Printing	635.37
Online Tax Prep assistance	9.98
Postage & PO Box	127.20
Telephone, Telecommunications	43.56
Web Expenses	
Membership Email Mailings	86.80
Web Hosting & Domaine renewals	622.93
Total Web Expenses	709.73
Total Operations	1,664.92
Other Types of Expenses	
Oregon tax registration	50.00
Total Other Types of Expenses	50.00
Total Expense	<u>2,241.90</u>



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President's Report

- Resignation
 - ❖ *Barry Orth, Secretary/Treasurer & Legislative Committee Chair*



- 2020 Firefighter Assistance & SAFER Grant Review Panels
 - ❖ 2021 Review Panel opportunities?



**FEMA Staffing For Adequate Fire And
Emergency Response (SAFER)**

NAEFO



President's Report



- Partnerships

- ❖ Columbia Southern University

- ✓ *10% tuition discount for NAEFO members, spouses & children*





President's Report



- Partnerships

- ❖ *Streamline*

- *Discounted monthly price for NAEFO members & members of NAEFO state association members for:*

- ✓ *Web site hosting*
 - ✓ *Team collaboration portal*
 - ✓ *Community engagement portal*



President's Report



Solutions that Matter

- Partnerships

- *❖ Public Consulting Group (PCG)*

- *■ Partners with EMS & ambulance providers to meet CMS requirements by providing:*

- *✓ Training*
- *✓ Data collection tools*
- *✓ Completion of Medicare Cost Survey*
- *✓ On-going audit support*



Executive Director's Report



National Association of Elected Fire Officials

2019-2022 Strategic Plan

National Association of
Emergency and Elected
Officials

2019-2022 Strategic Plan



★ Last Updated March 7, 2020



Executive Director's Report

Progress against Strategic Plan

Objective 1-A: Conduct current and former member research to analyze current needs and reasons members have left the association.

✓ **Performance Indicators:**

- Understanding of the issues current members need help with
- Further definition of current member expectations of membership benefits
- Formal or informal commitment of former members to re-evaluate membership

Objective 1-B: Target recruiting of new members in strategic locations to demonstrate a national presence and attract others.

✓ **Critical Task:**

- Research the unknown states from the NAEFO membership map to define whether a district or state association structure



Executive Director's Report

Progress against Strategic Plan

Objective 2-A: Meet national presence requirement by increasing members geographically.

✓ Performance Indicators:

- Targeted states are contacted
- Three of the eight target states have been brought into the association by the end of 2021

Objective 2-C: Demonstrate to CFSI that an organizational structure is in place.

✓ Critical Tasks:

- Distribute strategic plan to current members and target members
- Update website to reflect current organizational events
- Document history including wins and recent accomplishments
- Prioritize a list of major legislative, regulation and political issues
- Find a rallying issue and communicate the message



Executive Director's Report

Progress against Strategic Plan

Objective 3-B: Find partnerships to recognize and promote NAEFO.

✓ Critical Tasks:

- Create the value proposition – how is NAEFO uniquely qualified to deliver services to members
- Identify acceptable partners that can help further the value proposition without direct competition
- Request partners to recognize and promote NAEFO via website links, and speaking engagements

✓ Performance Indicators:

- Two potential partners will be identified
- Partners will be contacted
- Joint marketing opportunities will be found



Executive Director's Report

The policies of the National Association of Emergency and Officials (NAEFO) are the principles, rules, and guidelines adopted to fulfill its long-term goals as well as influence and determine major decisions and activities taken by NAEFO's membership and officials.

- ✓ Policy 1 - **Governance of Policies**
- ✓ Policy 2 - **Procedure for Amending Bylaws** (click [here](#) to find out more about the bylaws)
- ✓ Policy 3 - **Partnerships and Agreements**
- Policy 4 - **Credentials**
- ✓ Policy 5 - **Committee Chairs and Member Authority of Committees** (click [here](#)) to meet the Committee Chairs
- Policy 6 - **Protection of Records**
- ✓ Policy 7 - **Check Approval and Signing**
- Policy 8 - **Event Cancellation**
- ✓ Policy 9 - **Sponsorship Guidelines** (click [here](#) to see the NAEFO Sponsors!)
- ✓ Policy 10 - **Membership Dues** (click [here](#) to join NAEFO!)

UPDATED



Bylaws Committee Report

Chair Ken Schmalbeck

Proposed Bylaws amendment #1

- ❑ Paragraph (a) of Section 2 of Article IV, which states, “The total number of State Directors may not exceed twice the number of State Members.”
 - When NAEFO had 4 State Members, NAEFO *Board limited to 8*; however, Section 11 of Article IV says *NAEFO Board was 9* (4 states + At Large + 3 officers + past President)



Bylaws Committee Report

Chair Ken Schmalbeck

Proposed Bylaws amendment #2

- ❑ Section 11 of Article IV, which states, "The Immediate Past President and Officers shall be ~~an~~ ex-officio, voting members of the Board of Directors."
- Grammatical error noticed during Bylaws amendment #1



Bylaws Committee Report

Chair Ken Schmalbeck

Proposed Bylaws amendment #3

- ❑ Section 1 of Article II, which states, “There are four (4) classes of members and membership will be granted upon approval by the Board of Directors and receipt of any required payment by the Corporation of membership dues.”
 - Allows Board to give complimentary Associate Membership (non-voting) to Sponsors & generous supporters

Legislative Committee

Chair Vacant

- *Special Districts Provide Essential Services Act (S. 4308/H.R. 7073)*
 - ✓ Finally defines “special districts” in federal law
 - ✓ Sets aside 5% of federal COVID-19 funding to states
 - ✓ Does not impact federal COVID-19 funding to cities & counties

Legislative Committee

Chair Vacant

- *Don't Break Up the T-Band Act* (S. 2748/H.R. 6800)
 - ✓ Prevents forced February 2021 auction & clear public safety communications from critical spectrum known as T-Band (470-512 MHz)
 - ✓ ≈\$6B to relocate public safety users from T-Band
 - ✓ Auction proceeds not expected to meet relocation costs

Legislative Committee

Chair Vacant

- *Don't Break Up the T-Band Act* (S. 2748/H.R. 6800)
 - ❑ All in favor of NAEFO formally advocating passage of the *Don't Break Up the T-Band Act*...

Conference & Education Committees

Chair Candy McCullough



- Webinars (www.naefo.org/webinars)
 - ✓ **9/24:** *Increasing Radio Coverage While Decreasing Building Owner Expense*
 - ✓ **10/17:** *State of Science on Health & Safety of Women Emergency Responders*
 - ✓ **11/14:** *Payment for Non-Transport of Patients*
 - ✓ **December:** *Post-Election from CFSI*

Conference & Education Committees

Chair Candy McCullough



2021 Las Vegas September 20th-21st

- ✓ Conference speaker presentations
- ✓ Annual Membership Meeting



NAEFO



Sponsorship Committee

Chair Candy McCullough



PUBLICTM
CONSULTING GROUP

LOCAL
GOVERNMENT
LAW GROUP

A member of Speer Hoyt LLC



NAEFO



Communication Committee

Chair Bill Eckroth

- Website will transition to Streamline platform & collaboration portal
 - ✓ Allows better membership engagement
- Facebook Group
 - ✓ Like & follow NAEFO (ask your friends too!)
 - ✓ Watch for meeting & webinar events (share with your friends too!)
 - ✓ Promotion of Sponsors & Partners

Membership Committee Chair Vacant

Montana Fire Trustees Association



SAFE-D

Texas State Association of Fire and Emergency Districts

NAEFO

Unfinished Business

- None known



New Business

As allowed by Bylaws, Board recommends members waive 14 day notice to amend Bylaws

- ❑ All in favor of waiving the 14 day notice to amend the Bylaws for the 3 Bylaws amendments...
- ❑ If waiving 14 day notice is approved by members, all in favor of amending the Bylaws as presented...

Orders of the Day: Elections

Director At-Large: Orlanda Smith incumbent

President: Candy McCullough incumbent

Vice President: Bob Skaggs nominee

Secretary: David Burnett nominee

Treasurer: Ken Schmalbeck nominee



NAEFO

Orders of the Day: Check Signing

Approval of a resolution for US Bank authorizing the following checking account signatories:

- President
- Vice President
- Secretary
- Treasurer
- Executive Director
- Administrative Assistant

Next Board of Directors Meeting

Saturday, December 12, 2020

- Anyone is welcome to attend
- Zoom videoconference (email Jeanne@naefo.org for link)
- Event is on Facebook (click “Going” or “Interested”)
- Agendas (& minutes) are always at www.naefo.com/minutes

Review Action Items & Adjournment



*What action items
were assigned during
meeting & to whom?*

NAEFO Administrative
Assistant Jeanne Ernst



NAEFO

Director & Officer Installation

Director At-Large

President

Vice President

Secretary

Treasurer



Director & Officer Installation

*I, _____
do solemnly swear that I will support the National
Association of Emergency and Fire Officials, the
provisions of its Bylaws; and further, I swear that
I will faithfully demean myself in the office of*

_____.



We'd like to thank our Sponsor

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LAW GROUP**

A member of Speer Hoyt LLC

NAEFO

Adjournment & Closing Remarks



Serving since 2016...

NAEFO President
Candy McCullough



NAEFO