



**2010 ANNUAL MEMBERSHIP MEETING MINUTES
NATIONAL ASSOCIATION OF ELECTED FIRE OFFICIALS
BOARD OF DIRECTORS MEETING**

January 15, 2011 at 1:00 PM to 3:00 PM
Clark County Public Safety Complex
505 NW 179th Street, #101, Ridgefield, Washington

Directors Present:

President, Mark Kreutzer
Secretary/Treasurer, Dick Spring
Director at Large, Brian McMahan
Director at Large, Chris Elwell

Committee Chairs Present:

Brian McMahan, Legislative Committee
Chris Elwell, Membership Committee
Monte Olsen, Conference Committee
Bob Skaggs, ByLaws Committee

Staff Present:

Jennifer McDermott

Guests Present:

See Roster for Annual Membership Meeting

Directors Absent

Immediate Past President, Richard Kistler
Ron Collier
Jim Hill

Committee Chairs Absent:

Michael Lambrecht, Communications Committee

Call to Order - Meeting was called to order at 1:30 PM.

- 1. Flag Salute**
- 2. Welcome and Introductions – Mark Kreutzer**
President Kreutzer welcomed the group to the Annual Membership Meeting.
- 3. President’s Report – Mark Kreutzer**
Travels to State and CFSI

President Kreutzer stated that he would like to see NAEFO Board Members travel to numerous state conferences and other events such as CSFI, to help expand membership and the organization.

Kreutzer stated that he would be travelling to the CSFI dinner this year.

FRI Conference and Presentation

Kreutzer stated that he would be attending the FRI Conference and would be presenting on behalf of NAEFO.

Financial and Budget Presentation and Approval

The Financial Report and 2011 Budget were provided to The Board for review and discussion.

*Dale Mitchell moved to approve the Financials and 2011 Budget as presented.
Mike Cathey seconded. Motion approved.*

OR Fire Services Summit Conference

Kreutzer recommended that the State Members meeting with Crosby to discuss the Summit Conference.

4. Nomination of Directors – Mark Kreutzer

President Kreutzer stated that there were currently two Directions positions to be filled. The position for Chris Elwell and Brian McMahan.

Position One:

Gerry Gustafson

*Bob Skaggs moved to nominate Gerry Gustafson for NAEFO Director.
Dale Mitchell seconded. Motion approved.*

Position Two:

Chris Elwell

*Kevin Coughlin moved to nominate Chris Elwell for NAEFO Director.
John Ricks seconded. Motion approved.*

*Kevin Coughlin moved to close nominations.
Bob Skaggs seconded. Motion approved, Nominations closed.*

*Dale Mitchell moved to called for a unanimous ballot.
Larry Nelson seconded. Motion approved.*

5. Candidate Speeches / Elections -

Candidate speeches were skipped

6. Membership Dues Increase

Kreutzer stated that a dues increase would help with reimbursements of Board Travel and other expenses regarding the expansion of NAEFO.

A comment was made that NAEFO should take the time to prove themselves before increasing the membership dues.

A comment was made that the current membership rate of \$85.00 was worth that, but an increase was not out of the question.

A comment was made that NAEFO should possibly consider other options for income such as the Vendor Lunch.

A comment was made that instead of increasing the dues, make new members dues discounted for the first year and then increase to the standard amount after the first year. This would also be an incentive to get new members.

Numerous comments were made in support of the dues increase and the reassurance that members would not cancel membership or decline membership based on the increase.

*Bob Skaggs moved to increase membership dues by \$15.00 to \$100.00 six months prior to the next Business Meeting.
Kevin Coughlin seconded. Motion approved.*

*Kevin Coughlin amended the original motion to allow a grace period up to the September Business Meeting.
Amendment not accepted by motioner.*

*Kevin Coughlin amended the amendment to make the dues increase effective July 2011.
Amendment accepted by motioner. Mike Cathey seconded. Motion Approved.*

A comment was made that not every district has a July to June calendar year, the dues increase should be made effective immediately.

A comment was made that it was not a good time in the economy to increase membership dues and it would be better for NAEFO to focus on sponsorship and increasing membership at an \$85.00 rate. A dues increase could be revisited at a later date once a foundation was established.

*Kevin Coughlin moved to authorize an increase to Individual members by \$15.00 to \$100.00 per year effective immediately.
Mike Cathey seconded. Motion approved.*

Discussion: A question was asked whether or not the dues increase included Associate Members as the motion only mentioned Individual Membership.

A comment was made that it was believed that Associate dues structure was different than Individual dues structure. It was stated that there was not a different structuring of Associate dues; rather former/retired membership dues.

*Original Motion Vote: Bob Skaggs moved to approve the motion of authorization of an increase to Individual members by \$15.00 to \$100.00 per year effective immediately.
Kevin Coughlin seconded. Motion approved.*

7. State Association Updates and Conference Dates -
Covered during The Board Meeting

8. Everyone Goes Homes Program – Brian McMahan
McMahan spoke of the program and showed the group a video.

Dale Mitchell moved to have NAEFO endorse the Everyone Goes Home Program.

Gary Larson seconded. Motion approved.

9. Recess until 4:00 PM while Committees Caucus -

Reconvened meeting at 3:30 PM

10. Committee Reports –

ByLaws – Bob Skaggs

See attached report prepared by Skaggs

Communications – Michael Lambrecht

Lambrecht was absent, Bob Johnson reported

It was Johnson's recommended that the Communication Committee establish a marketing system to assist in getting the NAEFO name out. It was also recommended that the Communicate Committee help clean up the website to be more accurate, informative and a quick reference for members and non-members.

The a few questions were raised regarding the purpose of NAEFO, what are NAEFO's services and who is NAEFO offering their services to? Those types of questions need to be answered before marketing NAEFO as we want to be able to answer them correctly.

Legislative Committee – Brian McMahan

McMahan had nothing new to report. He stated that NAEFO would continue to move forward with and monitor the four major issues that were previously adopted by The Board.

Membership Committee – Chris Elwell

Elwell stated that the Membership Committee established a few areas that would help to increase membership.

- 1) Get a more national presence – Visit the states that do not have state associations and be of assistance in creating a state association.
- 2) Attend more state association conferences - Participate in the program by presenting on behalf of NAEFO and/or reserving an information booth.
- 3) Mend the relationship with California and New York and get them both back as State Members.
- 4) Speak to individual districts regarding NAEFO and encourage elected officials with a fire background to join NAEFO as an Individual or Associate Member.

Conference Committee – Monte Olsen

Olsen stated that the NAEFO Conference dates have been set for September 19 and 20, 2011. The Conference hotel will be The Orleans and the program will be held at the Clark County Building.

Olsen stated that the speakers and the program would remain the same from 2010. He reminded the group that the program was based on the 2009 Conference Survey.

Olsen also stated that it was the Committees hope that the Sponsors from 2010 would possibly be willing to commit for 2011, but a follow up would be handled based on who

was the original main contact. Olsen also stated that he would like to see additional sponsors beyond the 2010 sponsors.

It was recommended that there be a late registration date and fee included onto the 2011 registration. Based on the dates of The Orleans contract, it was agreed upon, that the late registration date be August 1, 2011 and the late fee be \$25.00.

Olsen stated that the Conference Committee will be starting to market the 2011 Conference as soon as possible. A save the date general flyer could be send out mid March and registrations could start to be taken the beginning of April. Most marketing materials will be easy to create, as much of 2010 marketing materials will carry over to the 2011 marketing materials.

Sponsorship Committee – No Chairman

Waiting for further discussion

11. General Membership Meeting –

The next General Membership Meeting will be on September 20, 2011 in Las Vegas during the 2011 Conference.

12. Adjourn – 4:15 PM

*John Ricks moved to adjourn the NAEFO Annual Membership Meeting.
Mike Cathey seconded. Motion approved.*

Bylaws Proposed Amendment Change

Date: 01/17/2011

To: Committee Members

Fire Commissioner Dale Mitchell
Fire Commissioner John Ricks
Fire Commissioner Verne Pierson
Fire Commissioner Mike Cathey

At or last annual business meeting on the 15th of January, your chairman advised the full board and the membership that the bylaws committee did not receive any bylaw amendment request for the membership.

During the board meeting, the board members did put forth two requests for proposed amendments to our bylaws, which had to do with proxy votes and voting.

The other request was to list the past president as a nonvoting member of the board.

When the general business meeting was held, a question came up about Article II Section 1 (D) Former NAEFO members vs. retired members as shown in the membership application and a request was made to look into this.

When it came time for our committee report to the general membership, your chair had to inform the board and the general membership of the approved procedure for submitting amendments to our bylaws, and that neither the board or members from the floor followed these policies, and therefore the request would not be acted on until the proposed amendments were submitted per policy 2.0

The board acknowledged that the policy is to be followed; your chair then advised the board and the general membership, that the bylaws committee would take these suggestions and put them in the proper format and submit them to the board secretary per our policy.

So committee members here is what we came away from the meeting with, and it will be up to us to review the information and make a recommendation to the board to pass or not pass the amendments

The proxy vote and voting issue was first approved by this committee on September 19, 2006, and was a recommended pass, but did not get approval as we had suggested.

Article II Members Section 5 Rights of membership (b) Voting currently says: (September 29, 2009)

“On any matter referred to the membership for a vote, each active member and state member will have one vote which will be cast by a designated member who may also be (but is not required to be) a state designated director. Prior to each meeting, each active and state member will certify to the secretary of the corporation the person with authority to cast a vote for that state member at such meeting. No associate member may vote at a membership meeting except as otherwise provided in these bylaws.

Article III Membership Meetings Section 5 Voting currently says: (September 29, 2009)

“Except as otherwise provided in these bylaws, all state and individual members present at meetings will be entitled to vote on matters properly brought to the membership and the officers may make provisions for absentee balloting from time to time as is appropriate. Except as otherwise set forth in these bylaws, the majority of votes cast will be required for the adoption of any matter coming before the membership.

Article III Membership Meetings Section 6 Proxies currently says: (September 29, 2009)

“Subject to such limitations and rules as may be established by the officers, a member may cast a ballot by appointing the secretary of the corporation as proxy to vote an absentee ballot for the member”

In 2006 we submitted the following amendment:

Each individual and state member in attendance at the annual business meeting shall be entitled to one vote in person and one vote for each proxy carried by a member (if any) on each matter submitted to a vote of the membership

Each individual or state member unable to attend a membership meeting, may authorize such members vote to be cast by proxy.

The proxy vote of a member shall be authorized in writing by the member requesting that his or her vote be cast by proxy, and the proxy authorization shall be submitted to the secretary of the association (7) days prior to the membership meeting at which proxy vote may cast.

No individual or state member may serve as a proxy for more than (2) members.

As provided for by NAEFO policy #2.0 the following amendments are submitted to the secretary of the association.

Article II Members Section 5 Rights of membership (b) Voting recommended changes

(b) Voting. “On any matter referred to the membership for a vote, each ~~active individual member~~ and state member will have one vote each. ~~Which will be cast by a designated member who may also be (but is not required to be) a state designated director. Prior to each meeting, each active and state member will certify to the secretary of the corporation the person with authority to cast a vote for that state member at such meeting.~~

No associate member may vote at a membership meeting except as otherwise provided in these bylaws.

Add new section to read as follows

(c) Proxies. Each individual and state member in attendance at the annual business meeting shall be entitled to one vote in person and one vote for each proxy carried by a member (if any) on each matted submitted to a vote of the membership. Each individual or state member unable to attend a membership meeting, may authorize such members vote to be cast by proxy.

The proxy vote of a member shall be authorized in writing by the member requesting that his or her vote be cast by proxy, and the proxy authorization shall be submitted to the secretary of the association (7) days prior to the membership meeting at which proxy vote may cast.

No individual or state member may serve as a proxy for more than (2) members.

Re letter current (c) to (d)

Article III Membership Meetings Section 5 Voting: Recommended changes

“Except as otherwise provided in these bylaws, all state and individual members present at meetings will be entitled to vote on matters properly brought to the membership. ~~And the officers may make provisions for absentee balloting from time to time as is appropriate.~~ Except as otherwise set forth in these bylaws, ~~the a simple~~ majority of votes cast will be required for the adoption of any matter coming before the membership.

Article III Membership Meetings Section 6 Proxies Recommended changes

“Subject to such limitations and rules as may be established by the officers, a member individual or state member may cast a proxy ballot by appointing a individual or state member in good standing ~~the secretary of the corporation~~ as proxy to vote an absentee ballot for the member”

Article V Officers

Add new section to read as follows:

Section 4. Immediate past president, the immediate past president shall be an ex-officio non-voting member of the board of directors.

The issue of “retired” in our membership application we list the following; Individual, Associate and Associate retired memberships.

The **associate retired member is not referred to in our bylaws** under Article II members,

We have the following types of members listed under this article:

Individual

Associate

Former NAEFO

The problem we have is this; **we do not list a State Member under this article**, but refer to State Members in numerous places in our bylaws, we refer to former NAEFO member in this article, **but do not say what rights they have if any.**

We need suggestions on how to fix this problem, was former member meant to be “Retired”?, And did someone just forget to define what a state member is?

Please review these proposed amendments to our bylaws, make changes that you think should be made to them and if I have missed anything in my notes, please let me know so that we can make those changes also.

You will see that I did make some other changes to the bylaws that will make the bylaws consistent in format with policy, please, again check over your copy of the current bylaws that were given to you at the meeting for anything that is not in keeping with our policies.

Thank you for your time and effort in this matter

Bob Skaggs
Chairman bylaws committee



**MEETING MINUTES
NATIONAL ASSOCIATION OF ELECTED FIRE OFFICIALS
BOARD OF DIRECTORS MEETING**

January 15, 2011 at 10:00 AM to 11:45 AM
Clark County Public Safety Complex
505 NW 179th Street, #101, Ridgefield, Washington

Directors Present:

President, Mark Kreutzer
Secretary/Treasurer, Dick Spring
Director at Large, Brian McMahan
Director at Large, Chris Elwell

Committee Chairs Present:

Brian McMahan, Legislative Committee
Chris Elwell, Membership Committee
Michael Lambrecht, Communications Committee – via telephone
Monte Olsen, Conference Committee
Bob Skaggs, ByLaws Committee

Staff Present:

Jennifer McDermott

Guests Present:

See Roster for Annual Membership Meeting

Directors Absent

Immediate Past President, Richard Kistler
Ron Collier
Jim Hill

Committee Chairs Absent:

None

- 1. Call to Order - Meeting was called to order at 9:55 AM.**
- 2. Approval of Agenda -**
Agenda was reviewed and President Kreutzer stated that he would be addressing Item 11, Increase in Membership Dues, during the President's Report.

*Chris Elwell moved to approve the January 15, 2011 Board Meeting Agenda, with the change to Item 11.
Brian McMahan seconded. Motion approved.*

3. Approval of Minutes dated September 11, 2010 -

*Chris Elwell moved to approve the September 11, 2010 Meeting Minutes.
Brian McMahan seconded. Motion approved.*

4. Financial Report -

The Financial Report and 2011 Budget were provided to The Board for review and discussion.

Bank Account Clean Up / Savings Account

President Kreutzer spoke about the current arrangement between OFDDA and NAEFO and the responsibility of OFDDA processing NAEFO's accounting files. Kreutzer recommended to The Board, that NAEFO start processing the accounting files and have Jennifer take over the bookkeeping responsibilities. Kreutzer also recommended to The Board that NAEFO update the banking records to reflect new check signers, office address, etc.

McMahan recommended that only NAEFO Board Members should have access to check signing. NAEFO should create a standard banking procedure and adopt the appropriate policy.

Kreutzer deferred the Bank Account discussion until after the recess.

2011 Budget

The 2010 Budget, the 2010 Actual Expense Report and the 2011 Budget were provided to The Board for review and discussion.

The revenue from the State Dues was increased to \$4,000.00 based on Idaho joining as a State Member.

The Legal expense line item was increased to \$1,000.00 based on the possible need for any legal actions.

Outstanding Debt was added based on the outstanding balances owed to Speer Hoyt, LLC for the name merger and to Axxiom Resources, LLC for prior work done by the Executive Director.

President Kreutzer recommended to The Board that NAEFO make arrangements to pay Speer Hoyt, LLC and Axxiom Resources, LLC \$50.00 per month.

*Monte Olsen moved to approve the 2011 Budget as amended.
Dick Spring seconded. Motion approved.*

*Brian McMahan amended the motion to allow the 2011 Budget to be brought to the membership meeting for recommendation and approval by the membership.
Amendment accepted by motioner. Dick Spring seconded. Motion approved.*

5. President's Report – Mark Kreutzer

State Conference Schedule

President Kreutzer spoke briefly about his plan to attend and participate in numerous state conferences. His hope would be to get NAEFO more exposure and to increase membership both on an individual level and state level.

McMahan stated that legislatively, NAEFO has taken a big loss by losing California and New York as state members. As an incentive to possibly bring them back as members, a waiver in membership dues is recommended.

It was suggested by several members that a restructuring of dues be established, possibly a waiver of the first year's membership dues to become a state member.

It was stated that NAEFO should encourage city officials with a background in the fire industry to become a member of NAEFO.

It was also stated that NAEFO should encourage special districts, such as the water works association or other special districts with a background in the fire industry to join NAEFO. NAEFO could have an impact of with those associations in getting information out on a national level. For example the residential fire sprinkler system is an issue that could benefit from exposure by NAEFO.

It was suggested that NAEFO could help states that do not currently have state associations, create them. This may be a good incentive for some states to become members.

The question was raised about getting more involved with the iChiefs. Kreutzer stated that he would be attending the 2011 Conference in Atlanta and was planning to discuss moving forward with the iChiefs and NAEFO. McMahan stated that in 2009 NAEFO voted to move forward with working with the iChiefs and now was the time to make the relationship more formal.

Kreutzer deferred the discussion on membership to the Membership Committee during the Committee breakout sessions.

Dues Increase for Travel

President Kreutzer deferred this item to be discussed during the membership dues section.

Idaho State Membership

President Kreutzer stated that Elwell attended the Idaho Conference and that Idaho is committed to joining NAEFO as a state member. McDermott confirmed to The Board that a membership application had been sent and a confirmation email was received.

Board of Directors Positions

President Kreutzer stated the following state representative positions:

Monte Olsen – Missouri
Dick Spring – Washington
Mark Kreutzer – Oregon

Kreutzer stated the following Directions positions are up for reelection:
Chris Elwell and Brian McMahan

Kreutzer asked The Board and the group to be prepared for nominations and elections during the Membership Meeting.

6. Secretary to The Board Report – Jen McDermott

There was nothing new to report.

A comment was made regarding the ByLaws and the Proxy Voting and whether it could be changed to not be limited to just the Secretary of the Corporation.

Skaggs said the comment was reasonable and the ByLaws could be changed to reflect that in the case of a proxy vote, that a person of like mind and in good standing could be nominated to cast the proxy vote.

7. Committee Reports -

President Kreutzer deferred the Committee Reports to be done after the Committee Breakout Sessions.

Kreutzer asked Lambrecht to make a brief report as he was participating in the meeting via Conference Call and would not be participating during the Membership Meeting.

Communication Committee – Michael Lambrecht

Lambrecht stated that he would have to call Bob Johnson and advise him of the report

8. Other Business

Sponsorship Committee

President Kreutzer suggested to The Board that a Sponsorship Committee be formed to bring in sponsors for the Conference.

Olsen agreed that a Sponsorship Committee would be beneficial to encourage and increase sponsorships for the Conference.

MaMahan agreed it would be beneficial however; The Board is currently spread too thin and encouraged the Membership and Conference committee to work together on the Sponsors.

Monte Olsen moved to recommend to the membership in creating the Sponsorship Committee.

Brian McMahan seconded. Motion withdrew and add to general membership agenda for discussion.

Discussion: The Board can create a committee at anytime, but needs someone to organize and operate it. It was recommended that The Board get the support from the membership, then form the committee.

Check Signing Policy 7.0

A draft copy of Policy 7.0, Check Signing, was provided to The Board for review and discussion.

Under the General Provisions section, the paragraph was changed to read:

All checks on behalf of the Association shall be signed by any two of the following: President (Mark Kreutzer), Vice President (Monte Olsen), Executive Director, and or staff (Jennifer McDermott or Marty Stiven), approved by The Board of Directors.

Brian McMahan moved to approve the policy as amended.

Dick Spring seconded. Motion approved.

Policies 1.0 – 6.0 were reviewed on January 15, 2011.

Speer Hoyt, LLC Payment

President Kreutzer recommended to The Board that NAEFO make arrangements to pay Speer Hoyt, LLC and Axxiom Resources, LLC \$50.00 per month.

*Monte Olsen moved to have \$50.00 monthly payments sent to Speer Hoyt, LLC and Axxiom Resources, LLC subject to cash availability.
Dick Spring seconded. Motion approved.*

McMahan added that the option to pay the remaining balance owed at the end of the year provided that there are funds available to do so should be added to that motion.

Vendor Presentation at Board Meetings

Kreutzer stated to The Board that a vendor had recently contact NAEFO regarding present during the Board Meetings, Kreutzer suggested that NAEFO encourage vendors to participate during the Conference rather than presenting during the Board Meeting.

It was agreed upon by The Board that vendors could present during the Board Meetings, but the Conference would be a better suited for a presentation on products.

It was suggested that this be a decision that the Sponsorship Committee could make if needed.

McMahan suggested hosting a Vendor Lunch similar to what Washington does, the event draws a crowd and there are numerous vendors who would like to participate.

President Kreutzer deferred this to the Sponsorship Committee.

STIVEN Planning and Staff Support Contract

The 2011 STIVEN Planning contract that provides Administrative Support to NAEFO was provided to The Board for review and discussion.

Kreutzer stated that the STIVEN Planning contract amount was not increased but would be reviewed after six months of bookkeeping responsibilities.

*Monte Olsen moved to authorize the signature and enter into agreement with STIVEN Planning for administrative support.
Dick Spring seconded. Motion approved.*

*Brian McMahan amended the motion to allow STIVEN Planning / NAEFO to take responsibility of the bookkeeping for NAEFO.
Amendment accepted by motioner. Dick Spring seconded*

Sponsorship on Email Blast and Website

No discussion

NAEFO Updates on State Association Publications

No discussion

State Association Updates

No discussion

Policy Format Revisions

No discussion

9. Recess until after General Membership Meeting -

Reconvened meeting at 4:20 PM

10. Election of Board of Directors Officers' Positions –

President Kreutzer announced that NAEFO has the following Board of Directors Officer's positions open, President, Vice President, Secretary and Treasurer,

President:

Mark Kreutzer

Dick Spring moved to nominate Mark Kreutzer for President.

Chris Elwell seconded. Motion approved.

Vice President:

Monte Olsen

Dick Spring moved to nominate Monte Olsen for Vice President.

Gerry Gustafson seconded. Motion approved.

Secretary:

Chris Elwell

Dick Spring moved to nominate Chris Elwell for Secretary.

Gerry Gustafson seconded. Motion approved.

Treasurer:

Chris Elwell

Monte Olsen moved to nominate Chris Elwell for Treasurer.

Gerry Gustafson seconded. Motion approved.

Dick Spring moved to close nominations.

Gerry Gustafson seconded. Motion approved, Nominations closed.

Dick Spring moved to approve the slate of Officers'.

Gerry Gustafson seconded. Motion approved.

11. Increase in Membership Dues –

President Kreutzer suggested to The Board that NAEFO increase the Individual and Associate membership dues to \$100.00. The membership dues are proposed as follows:

Individual = \$100.00

Associate = \$100.00

State = \$1,000.00

Retire = \$50.00

Monte Olsen moved to raise the Individual and Associate dues from \$85.00 to \$100.00 effective immediately.

Dick Spring seconded. Motion approved.

President Kreutzer suggested to The Board that NAEFO host a General Membership Meeting twice a year.

President Kreutzer suggested to The Board and Committee Chairman that guidelines be established for each committee addressing what the purpose of the committee is, what the committee goals are, etc.

President Kreutzer suggested to The Board that they establish a Sponsorship Committee.

Monte Olsen moved to create a Sponsorship Committee, appointing the chair at a later date.

Dick Spring seconded. Motion approved.

- 12. Set Next Meeting Date and Location –**
April 16th at 10:00 AM, held at the Clark County Public Safety Complex.

- 13. Adjourn –4:55 PM**

Dick Spring moved to adjourn the Board Meeting.

Gerry Gustafson seconded. Motion approved.



**MEETING MINUTES
NATIONAL ASSOCIATION OF ELECTED FIRE OFFICIALS
BOARD OF DIRECTORS MEETING**

April 16, 2011 at 10:00 AM to 1:00 PM
Clark County Public Safety Complex
505 NW 179th Street, #101, Ridgefield, Washington

Directors Present:

Mark Kreutzer, President
Chris Elwell, Secretary/Treasurer
Gerry Gustafson, Director at Large
Dick Spring, State Director

Committee Chairs Present:

Bob Skaggs, ByLaws Committee
Michael Lambrecht, Communications Committee
Mark Kreutzer, Conference Committee
Brian McMahan, Legislative Committee
Chris Elwell, Membership Committee

Staff Present:

Jennifer McDermott

Guests Present:

Verne Pierson, Graham Fire & Rescue
Ron Murray, Fusion Advocates

Directors Absent

Monte Olsen, Vice President

Committee Chairs Absent:

Monte Olsen, Sponsorship Committee

- 1. Call to Order - Meeting was called to order at 10:03 AM.**
- 2. Approval of Agenda -**
Agenda was reviewed and approved.
- 3. Approval of Board Meeting Minutes dated January 15, 2011 -**

*Chris Elwell moved to approve the January 15, 2011 Board Meeting Minutes.
Dick Spring seconded. Motion approved.*

4. **Financial Report -**

The Financial Report was provided to The Board for review and discussion.

President Kreutzer and McDermott stated that once Kreutzer had check signing authority, McDermott would assume the bookkeeping responsibilities for NAEFO. The target date is May 1st.

McDermott asked Elwell if he would be willing to be a signer on the bank account in case Kreutzer was unable to sign checks. Elwell agreed. The three bank account signers would be Mark Kreutzer, Monte Olsen and Chris Elwell.

The Board had discussion on Policy 7.0, Check Signing, and the original agreement to have two signers per check. After discussion The Board decided it was best to have one signer and changed Policy 7.0 to reflect the change.

Under the General Provisions section of Policy 7.0, Check Signing, the paragraph was changed to read:

All checks on behalf of the Association shall be signed by any of the following: President, Vice President Secretary/Treasurer or Executive Director approved by The Board of Directors.

*Dick Spring moved to approve Policy 7.0, Check Signing as amended.
Gerry Gustafson seconded. Motion approved.*

5. **President's Report – Mark Kreutzer**

State Conference Schedule

President Kreutzer spoke briefly about the Inventory of States email that Olsen sent to The Board on February 22nd. Kreutzer went through the list and asked each Board Member to try and make it to at least one State Conference.

CFSI Report – Legislative Update

President Kreutzer briefly updated The Board on his recent trip to Washington DC. Kreutzer explained that it was hard to get time to push specific item through with the Budget but the D-Block and the IRS/W2 issue are two that are still being promoted.

Kreutzer also stated that the ADA standards for newly constructed fire stations is a big issue and is coming up for discussion.

FRI Update

President Kreutzer stated that McMahan were planning to meet with G. Dunkel regarding the upcoming FRI Conference.

Misc

President Kreutzer stated that with the confirmation of Idaho joining as a State Member, NAEFO now has a vacancy on The Board. Kreutzer stated that he would contact the Idaho representative to encourage a member of him to join The NAEFO Board.

6. **Secretary to The Board Report – Jen McDermott**

McDermott reported that the website is no longer “under construction” and is up and running. There were a few changes to be made and new material to be added.

McDermott reported that effective this month, Speer Hoyt and Axxiom Resources, LLC (Burton Weast) would be getting their \$50.00 per month payment for their outstanding balances.

McDermott reported that membership dues are continuing to come in and there has not been a decline or any resistance to the dues increase.

McDermott stated again that once the check signing paperwork is complete, she will assume the bookkeeping responsibilities for NAEFO.

7. Committee Reports -

ByLaws Committee – Bob Skaggs

Skaggs presented The Board with a formal ByLaws Proposed Amendment Change. The Amendments were reviewed. See attached report for Proposed Amendment Changes

Chris Elwell moved to approve the ByLaws Proposed Amendment Changes as presented.

Dick Spring seconded. Motion approved.

Communication Committee – Michael Lambrecht

Nothing new to report.

Legislative Committee – Brian McMahan

McMahan reported that the 112th Congress is now in session. McMahan read and reported in HR 376.

McMahan also reported that the FIRE Act and SAFER Grant had been funded and are now on President Obama's desk for signature.

Membership Committee – Chris Elwell

Nothing new to report.

Lambrecht stated that he has been speaking to a representative in Texas and is optimistic that they may become State Members.

Conference Committee – Mark Kreutzer

President Kreutzer reported to The Board that NAEFO is moving forward with the 2011 Conference. The Orleans will be the host hotel and the Clack County Building will host the program.

A Save The Date Announcement has gone out and a Registration Announcement should be going out by the beginning of May.

Kreutzer stated that the speakers panel would be the same or similar to the 2010 Conference. Olsen has confirmed most if not all of the speakers and topics.

Sponsorship Committee – Monte Olsen

McDermott presented The Board with a Sponsorship Guideline worksheet, potential sponsor list and letters. McDermott briefly described the guidelines and the purpose of the Committee.

8. Other Business

Presentation by Ron Murray

President Kreutzer introduced Ron Murray to The Board. Murray presented an opportunity to The Board of possibly become a school and offering educational training to others regarding Residential Sprinkler Systems, Medical Gases, Breathing Apparatus Systems, etc.

The Board discussed the opportunity and was agreed that some initial research needed to be done before making the commitment. Kreutzer, Elwell and McDermott stated that they would be happy to do some initial research and report back to The Board during the July meeting.

NAEFO Updates on State Association Publications

This was not discussed.

State Association Updates

Spring reported that Washington is in the process of passing a custom license plate for volunteers. It is currently on the Governor's desk for signature. The combination of Left 1 and Left 2 retirement programs are up for discussion.

Kreutzer reported that Oregon is creating union standards for the EMS Program. He also stated that the increase of the SDC fee for sprinklers is an issue and is up for discussion.

Kreutzer also reported that in Lane County there was a recent judgment made regarding holding "secret or serial" meeting. This is very important when writing and send an email and Reply All.

- 9. Next Meeting -**
Saturday, July 30th at 10:00 AM. The meeting will be held at the Clark County Public Safety Complex.
- 10. Adjourn – 1:12 PM**



**MEETING MINUTES
NATIONAL ASSOCIATION OF ELECTED FIRE OFFICIALS
BOARD OF DIRECTORS MEETING**

July 30, 2011 at 10:00 AM to 12:00 PM

Clark County Public Safety Complex, 505 NW 179th Street, #101, Ridgefield, WA

Directors Present:

Mark Kreutzer, President
Chris Elwell, Secretary/Treasurer – via telephone
Gerry Gustafson, Director at Large
Bob Skaggs, State Director

Committee Chairs Present:

Bob Skaggs, ByLaws Committee
Michael Lambrecht, Communications Committee – via telephone
Mark Kreutzer, Conference Committee
Brian McMahan, Legislative Committee
Chris Elwell, Membership Committee – via telephone

Staff Present:

Jennifer McDermott

Guests Present:

Shelia Hunt, Commissioner, Pierce County Fire District 16
Bob Johnson, Commissioner, Clark County Fire & Rescue

Directors Absent

Monte Olsen, Vice President

Committee Chairs Absent:

Monte Olsen, Sponsorship Committee

1. Call to Order - Meeting was called to order at 10:04 AM.

2. Approval of Agenda –

*Bob Skaggs moved to approve the July 30, 2011 Board Meeting Agenda.
Gerry Gustafson seconded. Motion approved.*

3. Approval of Board Meeting Minutes dated April 16, 2011 -

*Bob Skaggs moved to approve the April 16, 2011 Board Meeting Minutes.
Gerry Gustafson seconded. Motion approved.*

4. Financial Report -

The Financial Report was provided to The Board for review and discussion.

McDermott reported that membership dues are still going out monthly and are steadily coming in. No concerns or complaints about the increase and no one cancelling due to the increase.

McDermott reported that she has sent out multiple invoices to Missouri and have not received payment or word of whether they plan to continue with their State Membership or cancel. President Kreutzer stated that he had recently heard from Olsen and confirmed that Missouri was not planning to renew their dues, due to financial cuts.

McDermott reported that she is continuing to send out monthly payment to Speer Hoyt and Axxiom. NAEFO owes approximately \$1,739.83 to Axxiom and \$9,141.25 to Speer Hoyt.

5. President's Report – Mark Kreutzer

State Conference Schedule

President Kreutzer spoke briefly about the upcoming state conferences and asked each Board Member to try and make it to at least one State Conference.

CFSI Report – Legislative Update

President Kreutzer stated that he would let McMahan report on this as things in Washington DC have been mainly focused around the budget.

Kreutzer reported on the upcoming resignation of David Wu and the hope to get someone into office who supports the fire service as much as Wu did.

FRI Update

President Kreutzer stated that he and McMahan were planning to meet with G. Dunkel regarding the upcoming FRI Conference and would be attending the Conference in Atlanta.

Other

President Kreutzer stated that with the cancellation of Missouri, Monte Olsen would no longer be a Board Member/Vice President. Kreutzer asked the Board for any nominations for the Vice President position.

*Bob Skaggs moved to nominate Gerry Gustafson for NAEFO Vice President.
Chris Elwell seconded. Motion approved.*

*Bob Skaggs moved to close nominations.
Chris Elwell seconded. Motion approved, Nominations closed.*

*Chris Elwell moved to call for a unanimous ballot.
Bob Skaggs seconded. Motion approved.*

6. Secretary to The Board Report – Jen McDermott

McDermott reported that the office had moved and announced the new address.

7. Committee Reports -

ByLaws Committee – Bob Skaggs

Skaggs presented The Board with a formal timeline and a copy of the changes that were presented during the April Board Meeting.

Communication Committee – Michael Lambrecht

Nothing new to report.

Legislative Committee – Brian McMahan

McMahan reported on the status of several different issues going on at the capitol. As well as a follow up on several issues that NAEFO has been following.

Membership Committee – Chris Elwell

Nothing new to report.

Lambrecht stated that he has been speaking to a representative in Texas and is optimistic that they may become State Members.

Conference Committee – Mark Kreutzer

Kreutzer presented The Board with a catering menu for lunch on September 19th and September 20th. The Board was in agreement with the estimates and asked that Kreutzer confirm the logistics before moving forward.

McDermott reported 21 people registered for the conference.

McDermott suggested to The Board that the registration deadline be extended to August 15th, which is the same deadline for making hotel reservations. The Board agreed and suggested wording the announcements in a manner that ensured to members/nonmembers that the conference was still moving forward.

McDermott reported that the Welcome Reception date is set for September 19th. A minimum of \$1,500.00 in food and beverages is needed to waive the \$500.00 room fee. After discussion of the menu, The Board was in agreement that the minimum amount would be met.

Sponsorship Committee – Monte Olsen

Olsen was absent; McDermott reported that currently we have 4 paid sponsors, WFCM, TCA Architect and Planning, ESIP, Knox Company and 1 unpaid sponsor, Speer Hoyt.

McDermott was happy to announce that OFDDA shared their conference/vendor list with NAEFO, McDermott stated that she would try and send out a few letters to those companies from the OFDDA list.

8. Other Business

ASSE / NAEFO Schooling Partnership

President Kreutzer and McDermott reported on the lunch meeting they recently had with Ron Murray to discuss the possibility of NAEFO partnering up with ASSE to become a school.

Kreutzer felt that at this time it was in the best interest of NAEFO to not move forward with the partnership based on the lack of commitment.

McMahan volunteered to contact Murray and get better insight on how the partnership would help NAEFO. McMahan felt that this was a good way for NAEFO to get more exposure.

*Bob Skaggs moved to allow Brian McMahan to contact Ron Murray and look into the partnership option between NAEFO and ASSE and move forward with the partnership as long as The Board agreed.
Gerry Gustafson seconded. Motion approved.*

State Association Updates

Skaggs reported on several items with the state of Washington; the passing of the custom license plate for volunteers, the O-86 Fund, No Man's Land and outside districts, the sprinkler requirements being incorporated into the building code and the Impact Fees that the fire department charges and how Pierce County fought against them.

9. Next Meeting -

Monday, September 19th at 1:00 PM. The meeting will be held at the Clark County Fire Department Training Center in Las Vegas.

10. Adjourn – 11:55 AM



**MEETING MINUTES
NATIONAL ASSOCIATION OF ELECTED FIRE OFFICIALS
BOARD OF DIRECTORS MEETING**

September 19, 2011 at 1:00 PM – 3:00 PM
Clark County Fire Department Training Center
4425 W Tropicana Avenue, Las Vegas, Nevada

Directors Present:

Mark Kreutzer, President
Chris Elwell, Secretary/Treasurer
Gerry Gustafson, Director at Large
Bob Skaggs, Washington State Director

Committee Chairs Present:

Bob Skaggs, ByLaws Committee
Michael Lambrecht, Communications Committee
Mark Kreutzer, Conference Committee
Chris Elwell, Membership Committee

Staff Present:

Jennifer McDermott

Guests Present:

See Guest Roster

Directors Absent

Joe Stear, Idaho State Director

Committee Chairs Absent:

Brian McMahan, Legislative Committee

1. Call to Order - Meeting was called to order at 1:15 PM.

2. Approval of Agenda –

*Bob Skaggs moved to approve the September 19, 2011 Board Meeting Agenda.
Chris Elwell seconded. Motion approved.*

3. Introduction of Board Members and Guests

4. Approval of July 30th Board Meeting Minutes -

*Chris Elwell moved to approve the July 30, 2011 Board Meeting Minutes.
Bob Skaggs seconded. Motion approved.*

5. Financial Report -

The Financial Reports for the 2011 Budget v Actual and the Conference Budget were provided to The Board for review and discussion.

*Chris Elwell moved to approve the financial reports as presented.
Bob Skaggs seconded. Motion approved.*

6. President's Report – Mark Kreutzer

FRI Update

President Kreutzer reported on his attendance at the FRI Conference in Atlanta. Kreutzer spoke briefly about the Blue Print for Shared Services and suggested that NAEFO be involved in the program.

Kreutzer also spoke about the Smoke Detector Program, Senior Home Inspections and AED's, and how these programs could be beneficial to NAEFO and the involvement in the community.

Director Involvement

President Kreutzer stated that he would like to see more director involvement and more correspondence with sponsor and members.

State Association Conferences

President Kreutzer stated that he would try to attend the Oregon, Idaho, Washington conference or a board meeting.

Other

President Kreutzer suggested to The Board that NAEFO have an Annual Meeting in January 2012, which would be similar to the meeting held January 2011.

Bob Skaggs agreed and recommended that NAEFO have an Annual Meeting in January 2012.

President Kreutzer confirmed that Missouri was no longer a State Member and was sorry to see them go. Financial hardship was the main reason for them not renewing their membership. Kreutzer stated that with Missouri not renewing their membership, the Sponsorship Committee was in need of a chairman, if anyone was interested or knew of someone who may be interested, to please let him or McDermott know.

7. Secretary to The Board Report – Jen McDermott

McDermott reported that membership dues for October had gone out before the Conference, but there are no upcoming dues to be sent out for November and December.

8. Other Business –

Directors Comments

Skaggs reported on the ongoing sprinkler system debate and the continued push to install the systems in residential homes.

Elwell reported on the ongoing concerns with the DBlock

Kreutzer reported that Marty Stiven of STIVEN Planning would possibly be retiring in November 2012. STIVEN Planning currently has a contract with NAEFO for Professional/Clerical Services. With Stiven's retirement the question needs to be addressed of how will NAEFO continue to do business. Skaggs suggested making this a permanent item on the agenda until there is a decision.

Guest Comments

Bob Johnson suggested being more detailed with the Speakers Reimbursement on the Conference Budget.

Other Business

None

9. Next Meeting -

Saturday, January 7th from 9:00 AM to 4:00 PM. Location to be determined and depends on the availability of the Clark County Public Safety Building.

10. Recess until Tuesday, September 20th – 2:05 PM

Reconvene Board Meeting – Tuesday, September 20th at 1:18 PM

Board Positions

President Kreutzer stated that the President, Vice President and Secretary / Treasurer were up for election and would be effective January 1, 2012. Kreutzer opened the floor for nominations.

President – Mark Kreutzer

Chris Elwell moved to nominate Mark Kreutzer for 2012 NAEFO President.

Bob Skaggs seconded. Motion approved.

Chris Elwell moved to close the nomination.

Bob Skaggs seconded. Motion approved.

Vice President – Gerry Gustafson

Bob Skaggs moved to nominate Gerry Gustafson for 2012 NAEFO Vice President.

Chris Elwell seconded. Motion approved.

Chris Elwell moved to close the nomination.

Bob Skaggs seconded. Motion approved.

Secretary / Treasurer

Gerry Gustafson moved to nominate Chris Elwell for 2012 NAEFO Secretary / Treasurer.

Bob Skaggs seconded. Motion approved.

Bob Skaggs moved to close the nomination.

Gerry Gustafson seconded. Motion approved.

Other Business

None

Adjourn – 1:21 PM

Chris Elwell moved to adjourn the Board Meeting.

Bob Skaggs seconded. Motion approved.