



Special Board of Directors Meeting Agenda December 18, 2021

Noon Eastern; 11:00am Central; 10:00am Mountain; 9:00am Pacific
(email jeanne@naefo.org to participate via video conference)

1. Establishment of Quorum and Regrets

- Candy McCullough, President
- Robert Skaggs, Vice President and Past President
- David Burnett, Secretary and Oregon State Director-Excused
- Ken Schmalbeck, Treasurer and Missouri State Director
- Bruce Suenram, Montana State Director - Excused
- Cliff Avery, Texas State Director
- Gerry Gustafson, Washington State Director
- Orlanda Smith, Individual Director At-Large

2. Call to Order

3. Recognition of Administration Staff and Guests Present

- Jeanne Ernst, Administrative Asst.
- Monte Olsen – Executive Director

4. Approval of Minutes from November 13, 2021 Meeting

5. Remarks and Reports

- Candy McCullough, President
- Jeanne Ernst, Administrative Assistant
 - Year-to-date financial report

6. Remarks in Addition to Reports at Membership Meeting

- State of Missouri, Ken Schmalbeck
- State of Montana, Bruce Suenram

- State of Texas, Cliff Avery
- State of Oregon, David Burnett
- State of Washington, Gerry Gustafson
- Additional States, Orlanda Smith and anyone from any other states present

7. Standing Committee Reports

- Bylaws – Chair Ken Schmalbeck
- Communications – Appointed Cliff Avery through September 2022
 - a. New website – Streamline functions calendar, email, billing
 - b. Facebook page updates
 - c. Tri-fold brochures and banners for conferences
- Education & Conference – Candy McCullough & Mark Kreutzer (September 19-20, 2022)
 - a. Webinars (see NAEFO web page www.naefo.org/webinars)
 - b. Conference (September 19-20, 2022) and 2022 Annual Membership Meeting
- Legislative – Chair David Burnett
 - a. Congressional Fire Services Institute
 - b. International Association of Fire Chiefs
 - c. National Volunteer Fire Council
 - d. National Association of Emergency Medical Technicians
 - e. [Current Federal Legislation](#)
- Membership – Chair vacant
- Sponsorship – Chair Candy McCullough

8. Unfinished Business

- a. How to welcome new members – lapel pins? Orlanda & Bob
 - i. Individual members
 - ii. State association members
- b. Review of Administrative Policies - Each Meeting
- c. Association management – Outsource membership, sponsorship?

9. New Business

- a. 2022 Membership meeting and Elections – 14-day notice
- b. Nomination of an additional (second) Director-at-Large positions
14-day notice
- c. Nominations of 2022 Officers (President, Vice President, Secretary
and Treasurer)
- d. 2022 Budget proposal – Jeanne & Ken
- e. Two Board members or appointees to read and edit before
publishing NAEFO announcements, minutes, or correspondences
– minimize errors in future
- f. Board member commitment to committee chair and/or website
management, social media presence, NAEFO presentations, etc.
- g. Webinar and 2022 Conference presenters?
 - i. NAEFO Board members and Webinars – If your agency will
support, register. If no support or organization, link will be
provided to Board members and your attendance is
encouraged.
- h. Illinois Association of Special Districts voted to join NAEFO at
upcoming meeting per Monte.
10. Announcements – Upcoming events, NAEFO presence
 - a. Idaho State Fire Commissioners Association 40th Annual
Conference March 24-26, 2022 – Bruce
 - b. California Association of Fire Districts April 5-8, 2022 - ?
11. Date and Time of Next Meeting
 - a. Next Quarterly Meeting: **February 5, 2022** at Noon Eastern; 11 am
Central; 10am Mountain; 9:00 am Pacific
12. Action Items to be emailed by Jeanne Ernst, Administrative Assistant
13. Adjournment