Oregon Fire Marshals Association

727 Center St. NE • Suite 300 • Salem, OR 97301

Leading • Serving • Supporting

Executive Board Meeting Minutes

December 14, 2010, 12:41 hours

DPSST, Salem, OR

President Wilson called the meeting to order at 12:41 hours. The roll was called and a quorum was confirmed:

Members Present
Mark Wilson, President
Troy Buzalsky, 1st Vice President
Debbie McDermott, 2nd Vice President
Kate Stoller, Treasurer
Michael Silva, Director

Members Absent/Excused
John Rinier, Director
Tom Bohm, Director
Doug Friant, Past President

Staff:
Genoa Ingram

Guests:
Joe Pedrola, Douglas Co Fire District #2

Additions to Agenda

- Audit Report

Approval of Minutes

Motion: Moved by McDermott and seconded by Silva to approve the minutes of the October 20, 2010 minutes as presented. Motion passed.

Financial report

Deferred to Committee Reports.

Correspondence

Treasurer Stoller presented two items for the Boards review:

- A letter from TVF&R announcing that its Command and Business Operations Center will be relocating to Tigard (EXHIBIT A); and
- An announcement from Jackson County Fire District No. 3 announcing the hiring of Fire Chief Dan Petersen (EXHIBIT B).

Old Business

Annual Business Meeting: Deferred to Committee Reports.

New Business

- *Life Memberships* President Wilson noted receipt of nominations for two Life Memberships and one Honorary Membership. Upon further discussion, the Board agreed to treat all three nominations as Life Membership nominations.

  Motion: Moved by Stoller and seconded by Buzalsky to approve the three individuals named for Life Members and refer the recommendations to the membership during the Annual Business Meeting for approval. Motion passed.

  The Board agreed to explore options for honoring and recognizing individuals who had been supportive of the Association.

- *Donation to the Fire Service Museum* 1st Vice President Buzalsky discussed a possible contribution to the Oregon Fire Service Museum in honor of Jerry Heater. Treasurer Stoller confirmed that funds are available for the contributions line item.

  Motion: Moved by Buzalsky and seconded by Silva to approve a contribution of $100 to the Fire Service Museum. Motion passed.

- *Resolutions*
  President Wilson distributed a Resolution in support of the fire sprinkler legislation being introduced by the Oregon Fire Chiefs Association and asked to present it to the membership for approval during the Annual Business Meeting.

- *Think Permits*
  President Wilson reported that the Oregon Building Officials Association (OBOA) had asked if the OFMA would partner with them to promote the "Think Permits" program to encourage the securing of permits prior to beginning various types of work. Following discussion, President Wilson suggested that he contact his counterpart at OBOA to offer assistance. 1st Vice President Buzalsky added that the program could be supported either via the OFMA website or by virtue of a Resolution.

Committee Reports

- *Bylaws Committee* 1st Vice President Buzalsky reported that he and Director Rinier had reviewed the standing Bylaws and recommendations and will meet once more before forwarding recommendations to the membership for approval at the Annual Business Meeting. President Wilson reminded the Board that all items must reach the membership thirty days prior to the Annual Meeting.

- *Education Committee* 2nd Vice President McDermott explained how Board members should fill out their registration forms for the Annual Business Meeting, noting that each member should send in their own registration, writing "Board Member" and indicating "no charge" or "zero balance" in order to secure their place and their rooms. She reminded staff to do the same. Board members reviewed registration form, noting that it had not been reviewed by OFMA. BOLA will handle registrations, OFMA staff will print name badges and be present at the registration desk to greet OFMA members.

2nd Vice President McDermott continued her report emphasizing the following points:

- The OFMA Annual Business Meeting had been selected as roll out for the NFPA's residential sprinkler program for the region. The presentation will be 1-2 hours and will be treated as a grant so there will be no charge.

- Vendor night will be held on Monday.

- The commuter rate for one day is $118; of that amount, $99 will go to OFMA.

- Business meetings will be held during the Tuesday and Wednesday lunches. Elections will be held on Wednesday and the swearing in will occur during the Banquet.

- Board members were reminded that casual attire is not to be worn during the Business Meetings. Class As will be worn during the Banquet.

- There will be tables at the entry to accommodate the giveaways.

- Committee reports will be in writing.

- The two Presidents will share a Presidential Suite set-up with sleeping rooms flanking a common area for meetings and debriefings, with refreshments onsite.

- Board members and staff will meet on Sunday for set-up.

Implementation of future events, including regional promotion, was identified as a discussion item for the strategic planning process.

- *Audit Committee* Joe Pedrola presented the Audit Report (EXHIBIT C] and reviewed the list of 14 recommendations. The original audit will be kept on file, along with the Resolution of Budget Adoption. The reported reflected no major issues to be addressed.

  Motion: Moved by Buzalsky and seconded by McDermott to accept the audit report as presented and recommend approval by membership at the Annual Business Meeting. Motion passed.

Financial Report

- *Review of Financial Documents* Treasurer Stoller reviewed the current Balance Sheet, noting that promotional items have been moved to the asset section and the Hazmat Conference has been moved to the liability section. The budget now matches QuickBooks categories.

- *Review of Proposed Budget* Treasurer Stoller distributed the budget preparation worksheet and requested assistance populating the documents with values assigned to each line item. The Board engaged in a budget work session over the next hour.

Sprinkler Coalition

President Wilson announced that the Oregon Building Codes Division had agreed to modify language to more closely reflect Appendix C and S; however, the Residential Structures Board voted to remove Appendix S from the code, which effectively removes the local adoption option

from the residential code. The coalition will be looking to reverse the decision. Division had made the decision not to adopt Appendix S.

Next Meeting

The next meeting was scheduled for January 25, 2011 at 12:30 p.m. Staff was asked to arrange for access to the meeting room at 11:30.

Adjourn

There was no further business and the meeting was adjourned at 15:42 hours.

Transcribed by

Genoa Ingram, OFMA Staff

EXHIBIT A

Tualatin Valley Fire & Rescue

September 29, 2010

OFMA
Attn: Accounts Receivable
727 Center St NE
Suite 300
Salem, OR 97301

Dear Business and Community Partners:

Tualatin Valley Fire & Rescue is pleased to announce that its Command and Business Operations Center will be relocating next month! **Our anticipated first day of business is October 25th, 2010.** To ensure business continuity, please update your records to reflect the following:

Tualatin Valley Fire & Rescue
Command and Business Operations Center
11945 S.W. 70th Avenue
Tigard, Oregon 97223-9196
503.649.8577 (same)
Vendors may send invoices to: accountspayable@tvfr.com

The new facility was made possible thanks to a 2006 general obligation bond supported by 68% of the voters. *Our current facility was built in 1979 to support five fire stations serving approximately 120,000 residents in unincorporated eastern Washington County (75 square miles). Today, the facility supports 21 fire stations serving 440,000 residents in nine cities and unincorporated portions of three counties (216 square miles).*

The Command and Business Operations Center is centrally located and will house command staff, finance, human resources, information technology, logistics, communications, media services, GIS, emergency management, and integrated operations (central division) personnel. The facility has a multi-purpose board room, which will function as an emergency operations center for coordinating operations—and working closely with other local governments and service providers—in a major emergency or disaster. Unlike our previous facility, the new Command and Business Operations Center is a stand-alone emergency facility, able to function for at least 78 hours on backup power.

We look forward to serving our community and business partners from this new location. Should you have any questions, please contact us at 503.649.8577. You can also visit our website at www.tvfr.com for more details.

Sincerely,

Michael R. Duyck
Fire Chief

Please note: Our North Integrated Operations team will remain at and continue to serve the greater Beaverton and west Portland region, as well as unincorporated areas of northern and western Washington County from our Aloha facility.

EXHIBIT B

Jackson County
Fire District No. 3

Is proud to announce our new

Fire Chief
Dan Petersen

8383 Agate Road
White City, OR 97503

Office	541.826.7100
Fax	541.826.4566
Email	danp@jcfd3.com

Effective ~ October 11, 2010

EXHIBIT C

OREGON FIRE MARSHAL'S ASSOCIATION

ANNUAL FINANCIAL AUDIT REPORT

June 30, 2010

AUDITOR'S REPORT

October 21, 2010

Board of Directors
Oregon Fire Marshals Association
727 Center Street NE
Salem, OR 97301

Dear Board Members:

In accordance with the provisions of Policy No.1, we have audited the submitted financial statements of the business-type activities, and each major fund of the OREGON FIRE MARSHALS ASSOCIATION as of and for the fiscal year ended June 30, 2010. These financial statements are the responsibility of the OREGON FIRE MARSHALS ASSOCIATION'S Board of Directors. Our responsibility is to express an opinion on these general-purpose financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities, and each major fund of the OREGON FIRE MARSHALS ASSOCIATION as of June 30, 2010, and the results of its financial and budgetary operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Respectfully signed herein by the OFMA Audit Committee Chairperson,

J. Pedrola

Josep Pedrola

COMPOSITION OF THE AUDIT COMMITTEE

Chairperson.

Chairperson Josep Pedrola appointed the required committee members, and scheduled the necessary meeting(s) to conduct the annual audit of the financial statements of the business-type activities and each major fund of the organization in accordance with OFMA Policy No.1. He also prepared a written Annual Audit Report and presented said report to the Board of Directors at the Annual Association Meeting. A copy of the Annual Audit Report was filed in the organization's archives for future reference.

Treasurer.

OFMA Treasurer Katherine Stoller presented the necessary financial statements, and budget documents, for examination by the committee members.

Audit Committee Members

In accordance with OFMA Policy No.1, the Audit Committee members were appointed by the Chairperson to examine the financial statements and budget documents of OFMA for the year ended June 30, 2010. These members were:

Sean Barrett, Siuslaw Fire & Rescue

Michael Trabue, Albany Fire Department

Ray Hubbell, Philomath Fire & Rescue

AUDITORS COMENTS

Organization and Fund Structure

OFMA is a non-profit organization formed to represent the interests of fire and life safety professionals throughout Oregon, and to provide a forum for the sharing of ideas, training, and professional certification.

As part of the audit, the committee reviewed the procedures followed in the preparation, adoption, and execution of the 2009-2010 operating budget; and the preparation and adoption of the 2010-2011 operating budget.

As part of their examination the members of the audit committee made a study and evaluation of the organization's system of internal accounting control to the extent they considered necessary to perform the audit as required by generally accepted auditing standards. The objectives of said system are to provide the Board with reasonable, but no absolute, assurance that assets are safeguarded against loss from

unauthorized use or disposition, and that transactions are executed in accordance with the Board's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles.

The Audit Committee members found that the condition of the accounting records was adequate. Data was readily available and sufficient for audit.

AUDITORS RECOMMENDATIONS

After the completion of the annual audit, the committee members made the following recommendation(s) for the consideration of the Board of Directors:

1. **Ensure consistency of adopted budget amounts.**

2. **Formalize the adoption of the operating budget for each upcoming fiscal year by means of a Board Resolution.**

3. **Include annual administrative and financial expenditures on the operating budget.**

4. **Outsource the setting up of the OFMA accounts to the accounting firm used to prepare the taxes for the organization.**

5. **Revise the membership renewal notification process to ensure a prompt reception of revenues.**

6. **Set "P" card fees in such a way that usage fees charged by merchants are paid by the service users instead of the OFMA organization.**

7. **Provide 1099 Forms for contractors and implement a service contract agreement for instructors (Sample to be provided by Mike Trabue).**

8. **Implement a service contract agreement for the management of funds from other agencies/organizations by the OFMA Treasurer (Describe the scope, duration, and terms of the agreement).**

9. **List organizational merchandise as "promotional items" for accounting and tax purposes and generate receipts for every sales transaction.**

10. **Ensure that OFCA staff submits financial transaction receipts to the OFMA Treasurer by the agreed datelines so the organization accounts can be balanced at the end of every month.**

11. **Back up all financial and administrative records or the organization regularly and keep a copy available on a secured location.**

12. **Explore long term solutions for the disposal of invoices, credit card stubs, etc. (ensure member/customer confidentiality, maintain up to date files).**

13. **Create a Treasurer's best practices book (passwords, taxing obligations, accounts management, records back up, accounting procedures, etc.) to ensure the continuity of the position.**

14. **Create a financial policy describing how OFMA is going to manage its funds (plan for two years minimum).**

Respectfully signed herein by the OFMA Audit Committee Chairperson,

Josep Pedrola