



Oregon Fire Marshals Association

1284 Court St. NE • Salem, OR 97301

Leading • Serving • Supporting

Executive Board Meeting Minutes

August 23, 2011 – 1230 hours

DPSST – Salem, OR

Past President Mark Wilson called the meeting to order at 12:34 hours. Roll call was taken and a quorum was confirmed:

Members Present

Debbie McDermott, 1st Vice President*
Michael Silva, 2nd Vice President
Kate Stoller, Treasurer
John Rinier, 1 Year Director
Tom Bohm, 2 Year Director
Susie Lovisco, 3 Year Director
Mark Wilson, Immediate Past President
**via phone*

Guests

Crosby Grindle - NFPA

Staff

Genoa Ingram
Mary Tucker

Members Not Present

Troy Buzalsky, President (excused)

Additions to the Agenda

- Neil Hamilton Scholarship (under committee reports)
- 2012 Budget

Approval of Minutes

Minutes of the May 31st meeting were not approved at the July 26th meeting because a quorum was not present. The subcommittee recommended the minutes be approved as amended. **Motion:**

Moved by Rinier and 2nd by Silva to approve minutes of the May 31st meeting as amended based on subcommittee's recommendation. Motion passed.

Motion: Moved by Silva and 2nd by Lovisco to approve minutes of July 26th meeting as amended. Motion passed.

Financial Report

Treasurer Stoller reviewed the financial statements, noting two outstanding checks that have not been cashed and one that has not been deposited. Accounts have been reconciled through the end of July. Hazmat has not provided information regarding compensation and the books have been closed.

Motion: Moved by Bohm and 2nd by Silva to approve the financial report as presented. Motion passed.

Correspondence

- No correspondence was received.

Guest Comments

Crosby Grindle, NFPA, reported they had just received eight \$35,000 grants in the Fire Prevention and Safety Grant Program from the Emergency Preparedness Directorate of FEMA. A report on human factors contributing to fatalities has been published and the Regional Fire Sprinkler Specialist has resigned and the position is in the process of being filled. A new NEC Specialist has also been hired.

There is a presenter opportunity at the Fire and Life Safety Conference on Dec. 12-14, 2012 in Orlando, FL. Let Crosby know if interested.

The documents page has been updated on the NFPA website. The codes and standards portion now contains an 'Alert Me' for any code changes. Also, a redline version of the codes is posted for easier analysis of changes.

Mission and Vision Review: Deferred until next meeting.

Budget:

Treasurer Stoller presented the proposed 2012-2013 budget to the board. (EXHIBIT A) The board reviewed the budget line by line.

Motion: Moved by Bohm and 2nd by Lovisco to reimburse Director Silva \$500 for the 2010 retreat. **Motion passed.**

Motion: Moved by Bohm and 2nd by Stoller to give \$500 to Clearcreek Lodge for the use of the facility for the 2011 retreat. Director Silva abstained. **Motion passed.**

The motion to approve the budget was held till the board had discussed the association management contract.

Old Business

Roundtable The Joint Roundtable has been postponed to 2012.

Meeting Schedule Board members re-confirmed meeting dates. (EXHIBIT B)

NFPA 72 There have been some proposed changes, the information has been distributed to members and is open for an opportunity to comment.

Smoke Alarm Loaner Program The display is currently at the OSFM office, anyone who wishes to use the display needs to check it out from Clair McGrew. Director Lovisco will be using it October 15th.

ICC Board of Directors Position Deferred until next meeting.

Metro Fire Officers Training It was noted that there is a low student count. The offer is not \$500 rather than \$1000 due to low registration. Buzalsky, McDermott & Silva are instructing.

Georgia Pacific Bucket Brigade Grant OFMA has declined to apply based on deadline. The association needs to target a specific benefit to membership and write a grant to fit that need.

New Business

There was no new business.

Committee Reports

Committee Chairs were identified.

- Education and Conference Committee – Debbie McDermott/Michael Silva
 - Roundtable: No suggestions were received since the last meeting. The topics addressed at the last meeting would be better used during the winter school. Format of the event was discussed, it was decided that most people attend for CEUs and original format works best for that purpose. Instructors and facility will be confirmed and flyer will go out by end of week.
- Bylaws, Policy and Resolutions – Mark Wilson
Revisions will be reviewed at the next meeting.
- Membership – John Rinier
Membership renewal notices have been sent and payments are coming in.
- Scholarship – Tom Bohm
Director Lovisco reported she had met with Mrs. Hamilton who had given her blessing for the OFMA to convert the scholarship to an internal one to send an OFMA member to Winter School. Director Bohm will bring recommendations for selection criteria.
- Legislative – Troy Buzalsky
The legislative summary has been sent out.
- Audit – Joe Pedrola
A meeting to go over the financial records will be scheduled for the October Roundtable.
- Historical Committee – Suzie Lovisco
No report.

Liaison Reports – Liaisons were identified.

- Oregon Fire Code Committee – John Rinier/Mark Wilson
Fire extinguisher code was amended to change to the 2012 code, it removes some requirements and changes mid-cycle amendment to match current code. Day Wireless presented on antenna/radio systems for public safety.
- OFCA – Troy Buzalsky
No report.
- International Association of Arson Investigators (IAAI) – Suzie Lovisco
The IAAI conference will be in Seaside next month, they will be electing a new president. The new IAAI website is up and running.
- DPSST – Debbie McDermott will be asked to serve as liaison.

- Oregon Life Safety Team – Debbie McDermott/Troy Buzalsky
No report.
- Juvenile Firesetters Network – Debbie McDermott will be asked to serve as liaison.
- Oregon Building Officials Association (OBOA) – Troy Buzalsky
No report.
- Governor’s Fire Service Council – Eric McMullin
No report. When Eric’s term is over John Rinier and Michael Silva are interested.
- Fire Sprinkler Coalition – Mark Wilson
The next meeting is scheduled for September 14th.
- NFPA Western Regional Code Committee - John Rinier
Director Rinier reported he just attended a meeting in Kalispell. He is still getting his feet on the ground, there is a lot to review. The next meeting is in February 2012 in San Diego.
- Oregon Fire Fatality Study – Troy Buzalsky
No report.
- International Fire Marshals Association (IFMA) – Troy Buzalsky
No report.
- Recognition Advisory – Debbie McDermott/Tom Bohm
Meeting has been moved to next month.

Good of the Order

- The board entered executive session to discuss the management contract.

Motion: Moved by Rinier and 2nd by Silva to approve the budget with the management contract of \$700 per month. Motion passed.

- Gary Marshall is retiring and has mugs and other items for previous conferences if anyone is interested.

Next Meeting

The next meeting is scheduled for September 27th at DPSST.

Adjourn

There was no additional business and the subcommittee adjourned at 15:06.

Transcribed by

Genoa Ingram, OFMA Staff

Oregon Fire Marshals Association					
2011-12 Budget Preparation Worksheets					
Draft Report as of July 1, 2011					
			Benchmark:	8%	
Reporting Program - Oregon Fire Marshals Association					
Acct	Description	Actual FY 09-2010	Proposed FY 10-2011	Actuals To Date	Proposed Budget FY 11-2012
Oregon Fire Marshals Association General Fund					
	Conference Income	\$37,558.33	\$31,707.78	\$22,987.72	\$23,000.00
	1 Roundtable	\$4,449.00	\$7,815.28	\$11,337.72	\$11,000.00
	Grant	\$0.00			\$0.00
	Registration	\$4,449.00		\$11,337.72	\$10,000.00
	Vendor Fees/Sponsorships	\$0.00			\$1,000.00
	Other Conference Income	\$0.00			\$0.00
	2 Winter School (Now Winter ABM)	\$1,500.00	\$1,500.00	\$11,650.00	\$12,000.00
	Grant			\$6,000.00	\$6,000.00
	Registration	\$1,500.00		\$5,138.00	\$5,000.00
	Vendor Fees/Sponsorships			\$500.00	\$1,000.00
	Other Conference Income			\$12.00	\$0.00
	3 Annual Business Meeting (Retired)	\$31,609.33	\$22,392.50	\$0.00	\$0.00
	Grant	\$6,000.00			\$0.00
	Registration	\$22,095.70			\$0.00
	Vendor Fees/Sponsorships	\$3,492.48			\$0.00
	Other Conference Income (Reimburse)	\$21.15			\$0.00
	3 Mini-Courses	\$0.00	\$0.00	\$0.00	\$0.00
	Grant				\$0.00
	Registration				\$0.00
	Vendor Fees/Sponsorships				\$0.00
	Other Conference Income				\$0.00
	Income Correction	\$40.00		\$0.00	\$0.00
	Interest Income	\$40.50	\$70.85	\$225.49	\$200.00
	Membership Dues	\$10,860.00	\$18,050.00	\$6,327.65	\$10,000.00
	Donations (Haz Mat - 0 NFPA \$100)	\$0.00	\$800.00	\$100.00	\$250.00
	Scholarship Income	\$1,692.24	\$1,981.28	\$636.91	\$500.00
	Promotional Sales	\$1,190.24	\$1,981.28	\$636.91	\$500.00
	Raffle Sales (Profit)	\$502.00		\$0.00	\$0.00
	Inventory on hand				
	Yellow Book Income	\$1,461.04	\$1,930.03	\$900.00	\$500.00
	Misc. Income	\$0.00	\$50.00		\$0.00
	TOTAL INCOME AMOUNT	\$51,652.11	\$62,659.91	\$33,177.77	\$34,450.00
	Advertising	\$13.37		\$0.00	\$0.00
	Association Exposure/Promotion			\$49.00	\$200.00
	Association Donation	\$50.00		\$2,124.00	\$500.00
	Association Gift	\$59.25		\$224.95	\$200.00
	Association Insurance	\$1,197.00		\$0.00	\$650.00
	Association Licenses & Taxes	\$50.00	\$50.00	\$50.00	\$50.00
	Association Postage & Delivery	\$5.70		\$9.70	\$20.00
	Association Printing & Reproduction	\$1,152.50		\$250.00	\$250.00
	Association Professional & Legal Fees	\$11,340.69	\$1,800.00	\$6,726.22	\$10,600.00
	Facilitation	\$10,840.39	\$1,200.00	\$6,075.92	\$10,000.00
	Processing Fee	\$0.30		\$0.30	\$0.00
	Tax Preparation	\$500.00	\$600.00	\$650.00	\$600.00
	Association Supplies	\$1,495.23	\$1,282.87	\$1,908.11	\$700.00
	Association Travel Expenses	\$907.00		\$1,214.72	\$400.00
	Association Utilities	\$416.25	\$154.95	\$251.35	\$360.00
	Internet Web Hosting & Domain Name	\$356.30	\$154.95	\$251.35	\$300.00
	Credit Processing	\$59.95		\$0.00	\$60.00
	Board Meals & Expenses	\$354.69	\$500.00	\$652.57	\$450.00
	Conference Expenses	\$24,278.35	\$21,142.42	\$11,926.62	\$13,500.00

Oregon Fire Marshals Association

2011-12 Budget Preparation Worksheets
 Draft Report as of July 1, 2011

Benchmark:	8%
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Reporting Program - Oregon Fire Marshals Association

Acct	Description	Actual FY 09-2010	Proposed FY 10-2011	Actuals To Date	Proposed Budget FY 11-2012
	Roundtable	\$184.48	\$0.00	\$5,932.85	\$5,850.00
	Facility			\$0.00	\$0.00
	Food Service			\$2,612.80	\$2,700.00
	Give Aways			\$1,195.05	\$1,000.00
	Supplies			\$0.00	\$150.00
	Overpayment/Reimbursement			\$100.00	\$0.00
	Professional Services	\$184.48		\$2,025.00	\$2,000.00
	Winter School/ABM	\$600.00	\$1,731.00	\$5,993.77	\$7,650.00
	Facility			\$0.00	\$1,000.00
	Food Service			\$0.00	\$2,000.00
	Give Aways			\$3,330.91	\$1,600.00
	Misc Business Exp			\$0.00	\$0.00
	Supplies			\$147.97	\$150.00
	Presidents Awards			\$104.90	\$400.00
	Professional Services	\$600.00		\$2,409.99	\$2,500.00
	Annual Business Meeting (Zero Out)	\$23,493.87	\$19,411.42	\$0.00	\$0.00
	Facility	\$2,060.00		\$0.00	\$0.00
	Food Service	\$8,360.99		\$0.00	\$0.00
	Give Aways	\$812.58		\$0.00	\$0.00
	Misc Business Exp	\$719.58		\$0.00	\$0.00
	Supplies			\$0.00	\$0.00
	Overpayment/Reimbursement	\$567.00		\$0.00	\$0.00
	Presidents Awards	\$25.48		\$0.00	\$0.00
	Professional Services	\$10,948.24		\$0.00	\$0.00
	Mini-Courses	\$0.00	\$0.00	\$0.00	\$0.00
	Facility			\$0.00	\$0.00
	Food Service			\$0.00	\$0.00
	Give Aways			\$0.00	\$0.00
	Misc Business Exp			\$0.00	\$0.00
	Overpayment/Reimbursement			\$0.00	\$0.00
	Supplies			\$0.00	\$0.00
	Professional Services			\$0.00	\$0.00
	External Training & Registration			\$765.00	\$765.00
	Misc Business Exp			\$8.00	\$50.00
	Scholarship Expenses	\$3,167.01	\$1,800.00	\$1,683.90	\$1,000.00
	Promotional Items	\$2,374.20		\$0.00	\$500.00
	Raffle Items	\$492.81		\$192.53	\$0.00
	Scholarship Award/Fund	\$300.00	\$1,500.00	\$1,491.37	\$500.00
	Strategic Planning	\$0.00	\$0.00	\$1,082.07	\$1,200.00
	Facilities & Supplies	\$0.00		\$500.00	\$500.00
	Meals	\$0.00		\$582.07	\$700.00
	Yellow Book Expense	\$779.58	\$126.42	\$602.63	\$500.00
	Printing	\$650.00	\$126.42	\$425.78	\$300.00
	Postage & Shipping	\$129.58		\$176.85	\$200.00
	TOTAL MATERIALS AND SERVICES:	\$45,266.62	\$26,556.66	\$29,528.84	\$31,395.00

Distributed by OFMA Treasurer
 Please contact Kate Stoller at 503-259-1508 for further information

OFMA Monthly Meeting Schedule
(Typically on the 4th Tuesday of each month @ 11:30AM)
2011 – 2012

Date	Time	Location
July 26, 2011	11:30	DPSST
August 23, 2011	11:30	DPSST
September 27, 2011	11:30	DPSST
October 19, 2011	18:30	Roundtable
November *15, 2011	11:30	DPSST * <i>Early for Thanksgiving</i>
December *13, 2011	11:30	DPSST * <i>Early for Christmas</i>
January 24, 2012	11:30	DPSST
February 2012	TBA	ABM...Winter School
March 20, 2012	11:30	DPSST
April 17, 2012	11:30	DPSST
May 2012	TBA	OFCA Conference
June	TBA	Strategic Planning Retreat