



# Oregon Fire Marshals Association

1284 Court Street NE • Salem, OR 97301

*Leading • Serving • Supporting*

## Executive Board Meeting Minutes

September 27, 2011 – 1230 hours

DPSST – Salem, OR

President Troy Buzalsky called the meeting to order at 12:23 hours. Roll call was taken and a quorum was confirmed:

### Members Present

Troy Buzalsky, President  
Debbie McDermott, 1<sup>st</sup> 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

### Guests

Crosby Grindle - NFPA  
Eriks Gabliks - DPSST

### Staff

Genoa Ingram  
Mary Tucker

### Members Not Present

Michael Silva, 2<sup>nd</sup> Vice President (excused)

### Mission & Vision

President Buzalsky reviewed the mission and vision statements.

### Approval of Minutes

**Motion: Moved by Wilson and 2<sup>nd</sup> by Stoller to approve minutes of August 23rd meeting as amended. Motion passed.**

### Additions to the Agenda

- proposal for Winter School (winter school, education)
- cancellation policy (bylaws & policy)
- fire alarm monitoring (New Business)

### Financial Report

Treasurer Stoller reviewed the current year budget, noting membership dues and registration fees are coming in. Deposits are made electronically and after they are accepted by the bank the checks are destroyed. It was decided by the board that the check register did not need to be reviewed each month.

Treasurer Stoller suggested the line item for strategic planning be increased to allow for a previous years payment which is reflected this year.

# Oregon Fire Marshals Association

1284 Court Street NE • Salem, OR 97301

*Leading • Serving • Supporting*

The CD is up for renewal it can be renewed at 0.35% for 18 to 24 months, could move into a fixed investment, 0.25% for 12 months. The board discussed the benefits and liabilities of a fixed investment. By consensus the board agreed to allow Treasurer Stoller to research the following questions:

- What is long term?
- How liquid is the fixed investment?
- If the board puts \$10,000 in savings, and the remainder in a longer term CD, what is the penalty for early withdrawal?

**Motion: Moved by Lovisco and 2<sup>nd</sup> by Wilson to approve the financial report as presented.  
Motion passed.**

## **Correspondence**

- State Fire Marshal (OSFM)
- NFPA
- ICC
- Thank You Letter from OBOA

## **Guest Comments**

- Crosby Grindle, NFPA, reported fire prevention week coming up next month, firepreventionweek.org has free resources available. The provisional standard NFP 56, 2012 edition has just been released in response to the clean energy explosion in 2010. Gel igniters have been recalled voluntarily. The gel fuel is like Napalm. People have been trying to refill the units while lit, which is very dangerous. If the gel ignites and gets on a person, it clings to them.

Fire loss for 2010 report, residential fires are not decreasing, smoke alarms are not enough, but there is still nothing new legislatively on residential fire sprinklers. Sprinkler vs. un-sprinkler water usage study will be out in December. The Fire and Life Safety conference will be in Orlando on December 12-14.

- Eriks Gablicks reported the DPSST has \$5,000 available for conference again this year. Also, he needs a volunteer to be part of the alarm industry work group, which will create the OARs to regulate people who monitor alarms. The workgroup will begin meeting sometime in November/December.

National Fire Academy handed off two week fire investigator class to states. Instructors are available if OFMA would like to work with DPSST.

Eriks is also looking at training and certification requirements for Inspectors I II & III. Can DPSST donate their facility to offer those classes? DPSST would work on a grant basis with the association.

## **Review Goals**

# Oregon Fire Marshals Association

1284 Court Street NE • Salem, OR 97301

## *Leading • Serving • Supporting*

- **Goal #1:** Support and promote educational opportunities.
- **Goal #2:** Improve financial status and develop ongoing funding sources.
- **Goal #3:** Develop and maintain effective relationships with strategic partners.
- **Goal #4:** Support the development of new and existing Board members.
- **Goal #5:** Champion fire and life safety issues and campaigns statewide.
- **Goal #6:** Provide added value to OFMA membership.

## **Old Business**

Meeting Calendar: the board reviewed the meeting calendar. The meeting following the roundtable was discussed. The president will decide the location, time 5:30 pm. The November/December dates were also confirmed as November 15<sup>th</sup> and December 13<sup>th</sup>.

Smoke Alarm Loaner Program: All that have used the display report that it worked well. The board decided to use display at Roundtable and have give away pens with fire prevention slogans. The board may also get some printed literature from OSFM to give away too. It may be helpful to also design a powerpoint/video as a drill. The display is currently being held in the Mt. Hood room of the Office of the State Fire Marshal.

ICC Board of Directors Position Add to website that elections are being held.

Metro Fire Officers Training Silva was unable to teach due to illness, so Stew White substituted. The association should still receive the money that was agreed to. Buzalsky and McDermott are scheduled to teach on Investigation and Inspections.

CSC Facilitation agreement Monthly copies and mileage would be absorbed by CSC, only conference mileage and copies would be charged to the association. The contract will be for two years, President Buzalsky signed.

## **New Business**

- OFCA/OFMA future relations: the board discussed becoming a subsection of OFCA or simply improving the relationship between the two organizations.
- Sponsorship concept for ABM: There will again be no vendors at Winter School, but the association could solicit sponsors. A package of benefits will need to be outlined, Stoller and Lovisco will look into creating a framework. Banners can be displayed instead of having vendor tables.
- Alarm Industry Workgroup to develop OARs for regulating those that monitor fire alarms. Rinier is interested. *By consensus* Rinier was appointed.

## **Committee Reports**

- Education and Conference Committee – Debbie McDermott/Michael Silva
  - Roundtable: registrations are coming in, NFPA has donated the instructor and materials. The event will be at Brooks Training Facility. Give aways have been ordered. Day 2 – President Buzalsky will help facilitate roundtable. NFPA will provide lanyards and pens. CSC will handle certificates and name badges. An audit of the OFMA books is scheduled for lunch.

# Oregon Fire Marshals Association

1284 Court Street NE • Salem, OR 97301

## *Leading • Serving • Supporting*

- President Buzalsky presented a possibility of a brochure/booklet for OFMA which can be added to attendee packets and posted on the website. President Buzalsky will be responsible for its creation.
- Winter School: Instructors and classes need to be chosen. Also, the board needs to decide how the conference income will be divided. OFMA may need to take charge on the 1<sup>st</sup> day keynote speaker. The new State Fire Marshal can attend 1<sup>st</sup> Annual business, but need to confirm he will attend the banquet and swear in the officers. Two proposals have been received so far for classes. Fire Wise from NFPA is another possibility and Crosby volunteered a class on the new NFPA document process. Any other ideas may be submitted to McDermott and Silva.
- Bylaws, Policy and Resolutions – Mark Wilson
  - The bylaws were emailed out to the board. They need to be sent out to the full membership in November/December. Staff will have copies at the roundtable, Rinier asked for clarification on Article 10, page 7 – a 4/5 (or 2/3) vote of members present, should be 4/5 (or 2/3) approval.

**Motion: Moved by Rinier and 2<sup>nd</sup> by McDermott to send bylaws to membership for review and ratification. Motion passed.**

- Cancellation Policy: Mark Wilson will draft a cancellation policy for review at the next meeting.
- Membership – John Rinier
  - Rinier and staff have been working on updating the functionality of the database,
- Scholarship – Tom Bohm
  - The board discussed the Neil Hamilton scholarship and who can apply, will it be need based or merit based. There are currently no funds in the account. McDermott, Lovisco and Bohm will bring suggestions on selection criteria back to the group.
- Legislative – Troy Buzalsky
  - Buzalsky handed out a report. The primary fire service issue is pre-paid phone cards. Currently, there is no 911 fee on the pre-paid phones because it has been interpreted as a sales tax. Bill will most likely be passed in the 2012 session.
- Audit – Joe Pedrola
  - A meeting to go over the financial records has been scheduled for the October Roundtable.
- Historical Committee – Suzie Lovisco
  - Suzie located the box of historical documents and will review it, Teri Glocar still wants to be a part of the committee, the board agreed *by consensus*.

## Liaison Reports

- Oregon Fire Code Committee – John Rinier/Mark Wilson

# Oregon Fire Marshals Association

1284 Court Street NE • Salem, OR 97301

*Leading • Serving • Supporting*

Meeting was cancelled. Email was sent out about bid cycle ruling.

- OFCA – Troy Buzalsky  
Call for action on President’s work bill.
- International Association of Arson Investigators (IAAI) – Suzie Lovisco  
Conference took place last week at Seaside, new officers were elected. Mark Wallace attended. 2012 conference will be in Hood River.
- DPSST – Michelle Stevens  
No report.
- Oregon Life Safety Team – Debbie McDermott/Troy Buzalsky  
Gearing up for Fire prevention week/month, there have been lots of people using burn trailer.
- Juvenile Firesetters Network – Debbie McDermott  
No report. Not sure if they are meeting anymore.
- Oregon Building Officials Association (OBOA) – Troy Buzalsky  
No report. Next meeting is Oct. 21<sup>st</sup>.
- Governor’s Fire Service Council – Eric McMullin  
No report.
- Fire Sprinkler Coalition – Mark Wilson  
Research on “firefighter in your home” PSA, that may be something OFMA can use to educate about residential sprinklers, but concerns about the union endorsing it were discussed. Clair McGrew is working on fact sheet geared toward fire service professionals & builders. Next meeting October 25<sup>th</sup>.
- NFPA Western Regional Code Committee - John Rinier  
No report. Will send email about code that is being reviewed and how to provide input.
- Oregon Fire Fatality Study – Troy Buzalsky/Debbie McDermott  
No report.
- International Fire Marshals Association (IFMA) – Troy Buzalsky  
No report.
- Recognition Advisory – Debbie McDermott/Tom Bohm  
The Simplex warehouse was discussed, it is set up like the lab at national fire academy for Simplex employees in Portland area. Simplex spokesman suggested that OSFM or OFMA could set up lab by working with sponsors/donors. It would be an excellent tool to get the task book signed off. Maybe DPSST or Brooks training facility could be a location. This

# Oregon Fire Marshals Association

1284 Court Street NE • Salem, OR 97301

*Leading • Serving • Supporting*

would be an excellent grant item. Stacy will be at roundtable and more discussion will take place.

## **Good of the Order**

- Stoller received a request for a life time membership. The board or a committee needs to review possible nominations. An email will be sent out with an application for nominations. The board could also give recognition as opposed to life time membership for those that don't meet all the criteria.

## **Next Meeting**

The next meeting is scheduled for October 19<sup>th</sup>, location TBA.

## **Adjourn**

There was no additional business and the meeting was adjourned at 15:24.

Transcribed by

Genoa Ingram, OFMA Staff