

National Association of Emergency & Elected Officials

January 8, 2022

Zoom
Online Videoconference

Welcome!



*Commissioner and
Chair of the Vashon
Island Fire & Rescue
in Washington State*

**NAEFO President
Candy McCullough**

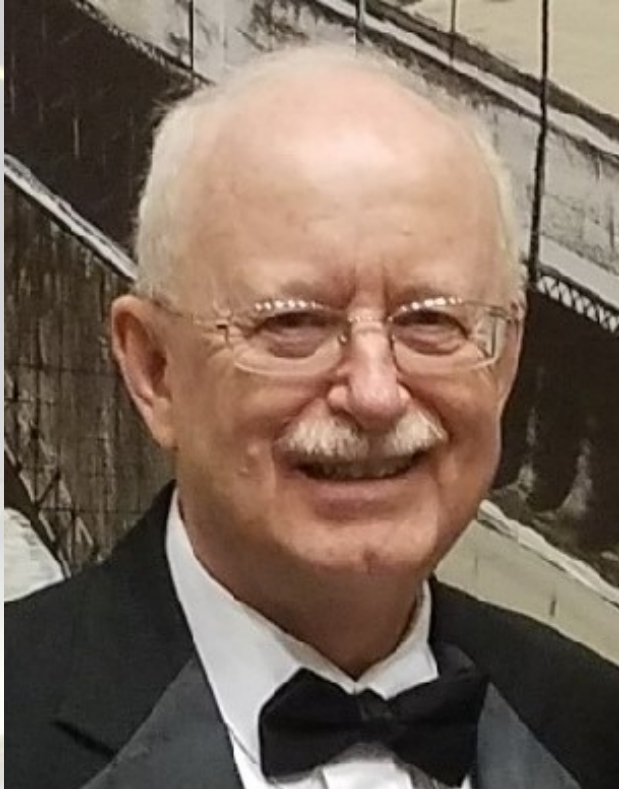
Introductions



*Served for 25 years as
Fire Commissioner for
Graham Fire & Rescue
in Washington & past
President of Washington
Fire Commissioners
Association*

**NAEFO Vice
President Bob Skaggs**

Introductions



NAEFO Missouri
State Director Ken
Schmalbeck

*Director of the Black
Jack Fire Protection
District (North St.
Louis County);
founding President of
Missouri Association
of Fire Protection
Districts*

Introductions



NAEFO Montana
State Director Bruce
Suenram

*Hamilton Rural Fire
District Board Chair;
former MT State Fire
Marshal; Missoula
Rural Fire District
Chief; Kelseyville
(CA) Fire Protection
District Chief; Int'l
Assoc of Wildland
Fire Past President*

Introductions



*At Large member on
Chiloquin Fire &
Recue Board of
Directors & Director
on Oregon Fire
District Directors
Association Board of
Directors*

NAEFO Oregon State
Director David
Burnett

Introductions



NAEFO Texas State
Director Cliff Avery

*Texas State
Association of Fire &
Emergency Districts
(SAFE-D) Executive
Director; Principle of
GCP Association
Services, LLC
(association
management services
provider)*

Introductions



NAEFO Washington
State Director Gerry
W. Gustafson

*Commissioner &
Chair of Graham
Fire & Rescue;
Washington Fire
Commissioners
Association Past
President*



Introductions



NAEFO Director-
At-Large Orlanda
Smith

*Director of Black
Jack Fire Protection
District; Executive
Board North St. Louis
County Labor
Legislative Club; St.
Louis Labor Council
Delegate; Coalition
of Black Trade
Unionists member*

Introductions



NAEFO Executive
Director Monte Olsen

*Past President &
Honorary Life
Member of Missouri
Association of Fire
Protection Districts.
Former NAEFO Vice
President.*

Introductions



*Vashon Island,
Washington State*

NAEFO Administrative
Assistant Jeanne Ernst



Introductions



NAEFO Members

*Introduce Yourself
& Colleagues*

*Tell us about your
organization*



NAEFO

2021 Annual Membership Agenda



2021 Annual Membership Meeting Agenda

January 8, 2022

12:30pm Eastern; 11:30am Central; 10:30am Mountain; 9:30am Pacific
(email jeanne@naefo.org to participate via video conference)

1. Establishment of Quorum
2. Call to Order
3. Recognition of NAEFO Directors and Officers Present
 - o Candy McCullough, President
 - o Robert Skaggs, Vice President and Past President
 - o David Burnett, Secretary and Oregon State Director
 - o Ken Schmalbeck, Treasurer and Missouri State Director
 - o Bruce Suenram, Montana State Director
 - o Cliff Avery, Texas State Director
 - o Gerry Gustafson, Washington State Director
 - o Orlanda Smith, Individual Director At-Large
4. Recognition of Administration Staff and Guests Present
 - o Monte Olsen, Executive Director
 - o Jeanne Ernst, Administrative Assistant
5. Approval of Minutes from the Membership Meeting on September 19th, 2020
6. Financial Report, Jeanne Ernst, Administrative Secretary
 - a. 2021 Financial Report
 - b. Membership Status
7. President's Report, Candy McCullough
 - a. New State Association Members
 - i. [State Association of Fire and Emergency Districts \(SAFE-D\)](#)
 - ii. [Illinois Association of Fire Protection Districts](#)
 - b. Resignation
 - i. Bill Eckroth, Communications Committee Chair
 - c. Appointment
 - i. Cliff Avery, Communications Committee Chair
 - d. Ongoing Partnerships
 - i. Columbia Southern University (10% tuition discounts for NAEFO members, spouses, and children)

NAEFO 2021 Annual Membership Meeting Agenda January 8, 2022

- ii. Public Consulting Group (EMS consulting and webinar provider)
 - iii. Streamline (web hosting and portals for team collaboration and community engagement)
8. Executive Director's Report, Monte Olsen
 - a. Progress against the [2019-2022 Strategic Plan](#)
 - b. Reviews of [Administrative Policies](#)
 9. Standing Committee Reports
 - a. Bylaws, Chair Ken Schmalbeck
 - i. The Board of Directors recommends approval of amending Section 1 of Article II of the Bylaws by striking the words "four (4)" and adding new subsection e (red underlined struck out text proposed to be removed):

Section 1. Membership. There are ~~four~~(4) classes of members and membership will be granted upon approval by the Board of Directors and receipt of any payment by the Corporation of membership dues.

(e) *Honorary Membership.* Any individual who renders distinguished service to emergency services of the United States of America or to the Corporation may be designated by the Board of Directors as an Honorary Member without payment of dues. The Honorary Member shall be entitled to such privileges, except holding of elective office or voting, as the Board of Directors may determine.
 - b. Communication, Chair Cliff Avery
 - i. Facebook presence (please check in on Facebook for this event and like the NAEFO page)
 - c. Conference and Education, Conference Chair Candy McCullough with support from Mark Kreutzer
 - i. Webinars (see new NAEFO webinar web page: www.naefo.org/webinars)
 1. [A National Perspective with Congressional Fire Service Institute Executive Director Bill Webb](#)
 - ii. Las Vegas, Nevada Conference Dates September 19th - 20th, 2022
 - d. Legislative, Chair David Burnett
 - i. American Rescue Plan Act of 2021
 - ii. [Current Federal Legislation](#)
 - e. Membership, Chair Monte Olsen
 - f. Sponsorships, Chair Candy McCullough
 10. Unfinished Business
 - a. None known
 11. New Business
 - a. Amendments of Bylaws
 12. Orders of the Day

NAEFO 2021 Annual Membership Meeting Agenda January 8, 2022

- a. Election of Directors At-Large to the NAEFO Board of Directors for one-year term
 - i. Orlanda Smith is the incumbent
 - ii. Monte Olsen
- b. Election of Officers
 - i. President—Candy McCullough is the incumbent
 - ii. Vice President—Robert (Bob) Skaggs is the incumbent
 - iii. Secretary—Dave Burnett is the nominee
 - iv. Treasurer—Ken Schmalbeck is the nominee
- i. Announcements
 - a. Spring NAEFO Board of Directors meeting: February 8, 2022 at Noon Eastern; 11 am Central; 10 am Mountain; 9:00 am Pacific
- i. Review of Action Items, Jeanne Ernst, Administrative Assistant
- i. Installation of Director and Officers
- i. Adjournment

Approval of Minutes

September 19, 2020



Draft Annual Membership Meeting Minutes

September 19, 2020

12:30pm Eastern; 11:30am Central; 10:30am Mountain; 9:30am Pacific

1. The meeting was called to order on time; however, there two different video conference sessions, so the meeting was delayed until everyone was participating on the same session and the required quorum of 10% of the membership in attendance could be established.
2. The following NAEFO Directors and Officers were recognized as participating:
 - o Candy McCullough, President
 - o Bill Eckroth, Vice President
 - o Ken Schmalbeck, Missouri State Director
 - o Bruce Suenram, Montana State Director
 - o Cliff Avery, Texas State Director
 - o David Burnett, Oregon State Director
 - o Gerry Gustafson, Washington State Director
 - o Orlanda Smith, Individual Director At-Large
 - o Bob Skaggs, Immediate Past President
3. The following NAEFO Administrative Staff were recognized as participating:
 - o Monte Olsen, Executive Director
 - o Jeanne Ernst, Administrative Assistant
4. The minutes from the September 16th, 2019 Membership Meeting were approved as presented.
5. Jeanne Ernst, Administrative Assistant provided the 2020 year-to-date financial report with \$6,600 in gross income, \$2,241.90 in expenditures, cash on hand of \$10,310, \$1,250 in accounts receivable, and \$3,600 in accounts payable.
6. President Candy McCullough reported on the resignation of Barry Orth as Secretary/Treasurer and Legislative Committee Chair. Candy also reporting on her participation on the 2020 SAFER Grant Review Panel as well as partnerships with Columbia Southern University, the Public Consulting Group, and Streamline.
7. Executive Director Monte Olsen reported on progress against [NAEFO's 2019-2022 Strategic Plan](#) and the Board of Directors reviews of [NAEFO Policies](#).
8. Standing Committee Reports
 - a. Bylaws Committee Chair Ken Schmalbeck reviewed the proposed Bylaws amendments (red underlined text proposed to be added and red underlined struck out text proposed to be removed):
 - i. Paragraph (a) of Section 2 of Article IV, which states, "The total number of State Directors may not exceed twice the number of State Members."

Draft NAEFO Annual Membership Meeting Agenda

September 19, 2020

- (NAEFO currently has 4 State Members, which would limit the size of the NAEFO Board of Directors to 8) versus Section 11 of Article IV (which says the size of the NAEFO Board of Directors right now would be 9);
- ii. Section 11 of Article IV, which states, "The Immediate Past President and Officers shall be an ex-officio, voting members of the Board of Directors.," and
 - iii. Section 1 of Article II, which states, "There are four (4) classes of members and membership will be granted upon approval by the Board of Directors and receipt of any required payment by the Corporation of membership dues."
- b. Communication Committee Chair Bill Eckroth reported on NAEFO's Facebook presence and asked everyone to please check in on Facebook for this event and like the NAEFO page).
 - c. Conference and Education Committees Chair Candy McCullough reporting on the initiation of webinars in lieu of the 2020 conference and asked everyone to visit NAEFO's new webinar web page: www.naefo.org/webinars. Candy also reported that the 2021 Conference is scheduled to be held in Las Vegas, Nevada on September 20th-21st.
 - d. As the Legislative Committee Chair is vacant, Executive Director Monte Olsen gave an updated on the Special Districts Provide Essential Services Act (S. 4308/H.R. 7073) and the Don't Break Up the T-Band Act (S. 2748/H.R. 6800).
 - e. As the Membership Committee Chair is vacant, Executive Director Monte Olsen reported that the [Montana Fire Trustee Association](#) had joined NAEFO and that the [State Association of Fire and Emergency Districts](#) (SAFE-D) indicated that it would be joining NAEFO.
 - f. As the Sponsorships Committee Chair is vacant, President Chair Candy McCullough reported that NAEFO has two Platinum Sponsors: Public Consulting Group and the Local Government Law Group and one Silver Sponsor: the Washington Fire Commissioners Association.
9. Unfinished Business
 - a. None known
 10. New Business
 - a. A motion was made to support the Don't Break Up the T-Band Act. Said motion passed.
 - b. On behalf of the Board of Directors, Bylaws Committee Chair Ken Schmalbeck moved to recommend waiving the 14-day notice to amend Bylaws. Said motion passed.
 - c. On behalf of the Board of Directors, Bylaws Committee Chair Ken Schmalbeck moved to recommend approval of the following proposed Bylaws amendments (red underlined text proposed to be added and red underlined struck out text proposed to be removed):
 - i. Paragraph (a) of Section 2 of Article IV, which states, "The total number of State Directors may not exceed twice the number of State Members."
(NAEFO currently has 4 State Members, which would limit the size of the

Draft NAEFO Annual Membership Meeting Agenda

September 19, 2020

- NAEFO Board of Directors to 8) versus Section 11 of Article IV (which says the size of the NAEFO Board of Directors right now would be 9);
- ii. Section 11 of Article IV, which states, "The Immediate Past President and Officers shall be an ex-officio, voting members of the Board of Directors.," and
 - iii. Section 1 of Article II, which states, "There are four (4) classes of members and membership will be granted upon approval by the Board of Directors and receipt of any required payment by the Corporation of membership dues."
- Said motion to amend the Bylaws passed.
11. Orders of the Day
 - a. The Board of Directors nominated incumbent Orlanda Smith Election as the Director At-Large to the NAEFO Board of Directors for a one-year term and there were no nominations from the floor for the At-Large Director. Orlanda was elected.
 - b. The Board of Directors nominated the following for the listed office:
 - i. Incumbent Candy McCullough for President;
 - ii. Incumbent Bill Eckroth for Vice President;
 - iii. Dave Burnett for Secretary; and
 - iv. Ken Schmalbeck for Treasurer.There were no nominations from the floor for any of the offices and all nominees were elected for a term of one year.
 - c. The motion was made to approve a Commercial Deposit Accounts and Related Services resolution to update check signing authorization for the officers and administrative staff. Said motion was passed.
 12. It was announced that the Winter NAEFO Board of Directors meeting will be held on December 12, 2020 at Noon Eastern; 11 am Central; 10 am Mountain; 9:00 am Pacific.
 13. The Director At-Large and Officers took their oaths of office.
 14. The meeting was adjourned at 10:57 am Pacific.



2021 Financial Report

	<u>Dec 31, 2021</u>
Cash on Hand	7,342
Accounts Receivable	0
Accounts Payable	1,690
	<u>Jan - Dec 21</u>
Total Revenue	10,390
Total Expenses	9,980
Excess Revenues	410

2021 Financial Report



	<u>Jan - Dec 21</u>
Revenue	
Conference	3,675.00
Membership Dues	
Retired / Former Member dues	250.00
State Membership Dues	3,500.00
Membership Dues - Other	<u>2,400.00</u>
Total Membership Dues	6,150.00
Uncategorized	384.10
Webinars	<u>180.80</u>
Total Revenue	10,389.90

2021 Financial Report



Expense

Business Expenses

Articles of Incorporation-LGLG	1,550.00
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Total Business Expenses	1,550.00
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Clerical support	3,600.00
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Operations

Advertising / Promotion	2,487.58
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Website payment charge	34.06
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Copies / Printing	346.28
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Online Tax Prep assistance	10.98
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Postage & PO Box	134.00
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Software	217.39
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Supplies	49.94
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Telephone, Telecommunications	83.32
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Web Expenses	1,041.71
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Total Operations	4,405.26
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Other Expenses	424.80
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Total Expense	9,980.06
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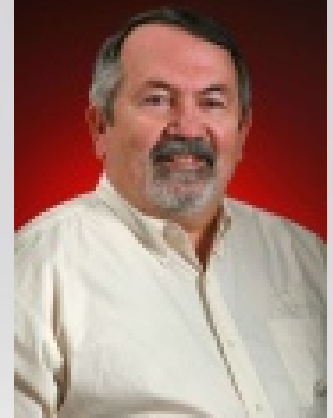




President's Report

- Resignation

- ❖ *Bill Eckroth, Communications Committee Chair*



- Appointment

- ❖ *Cliff Avery, Communications Committee Chair*





President's Report



- Partnerships

- ❖ Columbia Southern University

- ✓ *10% tuition discount for NAEFO members, spouses & children*



President's Report



- Partnerships

- ❖ *Streamline*

- *Discounted monthly price for NAEFO members & members of NAEFO state association members for:*

- ✓ *Web site hosting*
 - ✓ *Team collaboration portal*
 - ✓ *Community engagement portal*



President's Report



Solutions that Matter

- Partnerships

- ❖ *Public Consulting Group (PCG)*

- *Partners with EMS & ambulance providers to meet CMS requirements by providing:*

- ✓ *Training*
 - ✓ *Data collection tools*
 - ✓ *Completion of Medicare Cost Survey*
 - ✓ *On-going audit support*

Executive Director's Report



National Association of Elected Fire Officials

2019-2022 Strategic Plan

**National Association of
Emergency and Elected
Officials**

2019-2022 Strategic Plan



Last Updated March 7, 2020



Executive Director's Report

Progress against Strategic Plan

Objective 1-A: Conduct current and former member research to analyze current needs and reasons members have left the association.

✓ Performance Indicators:

- Understanding of the issues current members need help with
- Further definition of current member expectations of membership benefits
- Formal or informal commitment of former members to re-evaluate membership

Objective 1-B: Target recruiting of new members in strategic locations to demonstrate a national presence and attract others.

✓ Critical Task:

- Research the unknown states from the NAEFO membership map to define whether a district or state association structure



Executive Director's Report

Progress against Strategic Plan

Objective 2-A: Meet national presence requirement by increasing members geographically.

✓ Performance Indicators:

- Targeted states are contacted
- Three of the eight target states have been brought into the association by the end of 2021

Objective 2-C: Demonstrate to CFSI that an organizational structure is in place.

✓ Critical Tasks:

- Distribute strategic plan to current members and target members
- Update website to reflect current organizational events
- Document history including wins and recent accomplishments
- Prioritize a list of major legislative, regulation and political issues
- Find a rallying issue and communicate the message



Executive Director's Report

Progress against Strategic Plan

Objective 3-B: Find partnerships to recognize and promote NAEFO.

✓ Critical Tasks:

- Create the value proposition – how is NAEFO uniquely qualified to deliver services to members
- Identify acceptable partners that can help further the value proposition without direct competition
- Request partners to recognize and promote NAEFO via website links, and speaking engagements

✓ Performance Indicators:

- Two potential partners will be identified
- Partners will be contacted
- Joint marketing opportunities will be found



Executive Director's Report

The policies of the National Association of Emergency and Officials (NAEFO) are the principles, rules, and guidelines adopted to fulfill its long-term goals as well as influence and determine major decisions and activities taken by NAEFO's membership and officials.

Policy 1 - **Governance of Policies**

Policy 2 - **Procedure for Amending Bylaws** (click [here](#) to find out more about the laws)

Policy 3 - **Partnerships and Agreements**

✓ Policy 4 - **Credentials**

Policy 5 - **Committee Chairs and Member Authority of Committees** (click [here](#)) to meet the Committee Chairs

✓ Policy 6 - **Protection of Records**

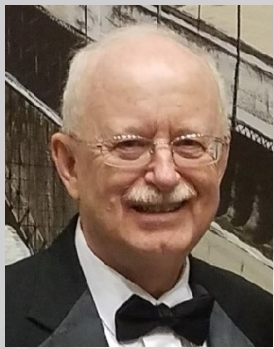
Policy 7 - **Check Approval and Signing**

✓ Policy 8 - **Event Cancellation**

Policy 9 - **Sponsorship Guidelines** (click [here](#) to see the NAEFO Sponsors!)

Policy 10 - **Membership Dues** (click [here](#) to join NAEFO!)

UPDATED



Bylaws Committee Report

Chair Ken Schmalbeck

Proposed Bylaws amendment

- ❑ Section 1 of Article II, which states, “There are ~~four~~(4) classes of members...” & adding new subsection:

(e) Honorary Membership. Any individual who renders distinguished service to emergency services of the United States of America or to the Corporation may be designated by the Board of Directors as an Honorary Member without payment of dues. The Honorary Member shall be entitled to such privileges, except holding of elective office or voting, as the Board of Directors may determine. **NAEFO**

New Business

Board recommends Bylaws amendment as presented

- ❑ All in favor of amending Bylaws as presented

Section 1 of Article II, which states, “There are ~~four~~(4) classes of members...” & adding new subsection:

(e) Honorary Membership. Any individual who renders distinguished service to emergency services of the United States of America or to the Corporation may be designated by the Board of Directors as an Honorary Member without payment of dues. The Honorary Member shall be entitled to such privileges, except holding of elective office or voting, as the Board of Directors may determine.



Communication Committee

Chair Cliff Avery

- Streamline Engage collaboration portal
 - ✓ Allows quicker & more frequent engagement of members & others
- Facebook Group
 - ✓ Like & follow NAEFO (ask your friends too!)
 - ✓ Watch for meeting & webinar events (share with your friends too!)
 - ✓ Promotion of Sponsors & Partners

Conference & Education Committees

Chair Candy McCullough



- Webinars (www.naefo.org/webinars)
 - ✓ **10/17/20:** *State of Science on Health & Safety of Women Emergency Responders*
 - ✓ **11/14/20:** *EMS Transformation Payment for Non-Transport of Patients*
 - ✓ **2/13/21:** *Post 2020 Election Perspective*
 - ✓ **1/30/21:** *Financial Mismanagement: The Other Smoldering Fire*

Conference & Education Committees

Chair Candy McCullough



- Webinars (continued)
 - ✓ **5/8 & 22/21:** *American Rescue Plan Act*
 - ✓ **11/13/21:** *Save Time & Money with Cooperative Purchasing*
 - ✓ **12/11/21:** *Utilizing Your District's Website for Citizen Interaction*
 - ✓ **2/12/22:** *A National Perspective*

Conference & Education Committees

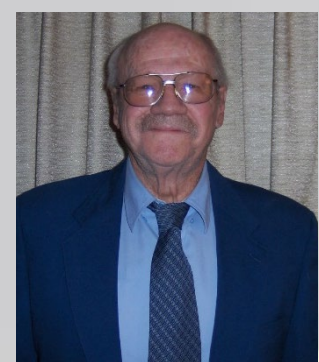
Chair Candy McCullough



2022 Las Vegas September 19th-20th

- ✓ Conference speaker presentations
- ✓ Annual Membership Meeting

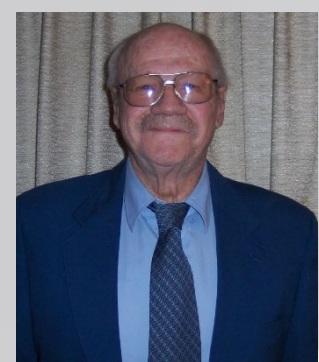




Legislative Committee

Chair Dave Burnett

- *American Rescue Plan Act passed!!!*
 - ✓ Finally defines “special districts” in federal law (helpful with future legislation)
 - ✓ Allows transfer of COVID-19 funds to special districts
 - ✓ Funding for Assistance to Firefighters & Staffing for Adequate Fire & Emergency Response (SAFER) grant programs



Legislative Committee

Chair Dave Burnett

- *CO Poisoning Prevention Act*
- *Public Housing Fire Safety Act*
- *High-Rise Fire Sprinkler Incentive Act*
- *Infrastructure Investment & Jobs Act*
- *Helping Responders Overcome Act*
- *Protecting Access to Ambulance Act*
- *Protecting America's 1st Responders Act*



Legislative Committee Chair Dave Burnett

- *CO Poisoning Prevention Act*
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- *Protecting America's 1st Responders Act*

NAEFO

Nicholas and Zachary Burt Memorial Carbon Monoxide (CO) Poisoning Prevention Act

Establishes federal grant program to assist states carrying out carbon monoxide detector installation & education

Public Housing Fire Safety Act

Creates grant program for public housing agencies to install automatic sprinkler systems

High-Rise Fire Sprinkler Incentive Act

Amends tax code to incentivize building owners to retrofit high-rise residential buildings with fire sprinkler systems

Infrastructure Investment and Jobs Act

Provides funding for broad range of infrastructure projects, including provisions that directly benefit emergency services like Assistance for Local

Emergency Responders Training (ALERT) grant program

Helping Emergency Responders Overcome Act

Provides funding for peer-counseling programs and develops best practices to recognize, prevent, and treat mental health issues

Protecting Access to Ground Ambulance Medical Services Act

Extends vital 20-year program that provides 2%, 3% or 22.6% additional payments to certain zip codes

Protecting America's First Responders Act

Expands and improves Public Safety Officers' Benefit (PSOB) program

Membership Committee

Chair Monte Olsen



SAFE-D

Texas State Association of Fire and Emergency Districts



IAFPD

Supporting better governance by fire protection district officials through education, resources, communication and legislation



Sponsorship Committee

Chair Candy McCullough

LOCAL
GOVERNMENT
LAW GROUP

A member of Speer Hoyt LLC



Unfinished Business

- None known



Orders of the Day: Elections

Directors At-Large: Orlanda Smith incumbent

Monte Olsen nominee

President: Candy McCullough incumbent

Vice President: Bob Skaggs incumbent

Secretary: David Burnett incumbent

Treasurer: Ken Schmalbeck incumbent



Next Board of Directors Meeting

Saturday, February 8, 2022

- Anyone is welcome to attend
- Zoom videoconference (email Jeanne@naefo.org for link)
- Event is on Facebook (click “Going” or “Interested”)
- Agendas (& minutes) are at www.naefo.org/calendar & click on meeting date

Review Action Items & Adjournment



*What action items
were assigned during
meeting & to whom?*

NAEFO Administrative
Assistant Jeanne Ernst



Director & Officer Installation

Directors At-Large

President

Vice President

Secretary

Treasurer



Director & Officer Installation

I, _____
do solemnly swear that I will support the National
Association of Emergency and Fire Officials, the
provisions of its Bylaws; and further, I swear that
I will faithfully demean myself in the office of



Adjournment & Closing Remarks



Serving since 2016...

NAEFO President
Candy McCullough



NAEFO