



Quarterly Board of Directors Meeting Minutes

Sunday, September 17, 2023

7:30pm Eastern; 6:30pm Central; 5:30pm Mountain; 4:30pm Pacific

1. Those present:
 - Bruce Suenram, President
 - Marvin Hill, Vice President, and Illinois State Director
 - Monte Olsen, Secretary and Individual Director-At-Large
 - Bonnie Jones, Montana State Director
 - Orlanda Smith, Individual Director At-Large
 - Candy McCullough, Immediate Past President
2. There were no guests present.
3. President Suenram called the meeting to order at 4:39 pm Pacific Time.
4. Director Hill made a motion to approve the minutes of the August 23, 2023 special meeting as presented and the motion passed.
5. Remarks and Reports:
 - President Suenram made a motion to appoint Ken Schmalbeck an Honorary Member and the motion passed.
 - Executive Director Locum Olsen gave a membership and conference report from Sladek Conference Services.
 - Executive Director Locum Olsen also gave the Financial Report as of September 17, 2023.
6. Special Orders of the Day
 - Director At-Large Olsen made a motion to set the number of Directors-at-Large to one and the motion passed.

- Director At-Large Olsen made a motion that in addition to encouraging nominations from the members, that the following individuals be nominated for the corresponding offices for 2023-2024:
 - Bruce Suenram, President;
 - Marvin Hill, Vice President;
 - Monte Olsen, Secretary;
 - Monte Olsen, Treasurer;
 - Orlanda Smith, Director-at-Large,and the motion passed.

7. General Orders of the Day

- President Suenram made the motion to appoint the President, Vice President, Secretary, and Treasurer, as well as any available members of the Board of Directors to serve as alternates, to an ad hoc Executive Committee, with the authority to act when urgent decisions need to be made and a quorum cannot be established for the Board of Directors to hold a special meeting and the motion passed.

8. There was no Unfinished or New Business.

9. Announcements

- Upcoming Quarterly NAEFO Board of Director Meetings
 - 4th Quarter: October 17, 2023 virtually at 9 pm Eastern
 - 1st Quarter: January 16, 2024 virtually at 9 pm Eastern
 - 2nd Quarter: April 16, 2024 virtually at 9 pm Eastern
- Upcoming events and potential NAEFO presence
 - Montana Fire Trustees Association [Conference](#) on September 29 – October 1 at Anaconda
 - South Carolina Association Special Purpose Districts [Annual Conference](#) October 18-20, Myrtle Beach
 - Washington Fire Commissioners Association [Conference](#) October 25-28 in Tulalip
 - Oregon Fire District Directors Association's [Oregon Fire Service Conference](#) on November 1-4 at Seaside

10. Next Quarterly Meeting Agenda Items

- Review of Policies Critical to Strategic Plan and 2023 Budget
 - Policy 6 [Protection of Records](#)
 - Policy 3 [Partnerships and Agreements](#)
 - Policy 4 [Credentials](#)
 - Policy 5 [Committee Chairs and Members and Authority of Committees](#)
 - Policy 8 [Event Cancellation](#)

11. Action Items

- Executive Director Locum Olsen will arrange for certificates to be provided to participants of NAEFO's 2023 Conference.
- Executive Director Locum Olsen will work with Vice President Hill to ensure Vice President Hill has access to NAEFO's online records repository.
- Executive Director Locum Olsen will ask that Immediate Past President McCullough be included on legislative update emails from the National Special Districts Coalition so that Immediate Past President McCullough can provide updates to the Washington Fire Commissioners Association Board of Directors' meetings and meetings of the King County, Washington Fire Commissioners Association meetings.
- Each State Director from a state requiring continuing education of emergency and fire officials discuss how continuing education credit can be achieved for participants from that state that attend the 2024 NAEFO Conference.

12. President Suenram adjourned the meeting at 6:41 pm Pacific Time.