

GREAT LAKES DIVISION IAFC

Annual Board Meeting - November 13-14, 2003

I Call to order:

The Great Lakes Division Board of Directors held the annual GLD board meeting on November 13-14, 2003 in Schaumburg, IL. The meeting was held in the Galvin Masters Conference Room on the Motorola Campus. The Board was the guest of Motorola at the invitation of Ms. Cynthia Leighton, Director Public Safety Markets.

GLD President Timm Schabbel called the meeting to order at 10:30 A.M. on November 13 with the following members present: President Schabbel, Division Director Larry Grorud, Sec/Treas Ron Hutchings, State Representatives Dale Duermit-OH, Bill Schmidt-MI, Brian Lott-IN, Randy Sellnow-WI and Paul Klapprich-MN. The Board excused the absences of Vice President Kenn Taylor (family emergency) and Bob Wilcox (business commitment, written report presented).

II Acceptance/Additions to the Agenda:

President Schabbel asked for additions to the proposed agenda that had been furnished to the Board by e-mail. Duermit asked to discuss the proposed new schedule for FRI 2004. This was added to the agenda as item I under new business. Agenda approved as amended.

III Approval of previous minutes:

President Schabbel asked for approval of the minutes of our August meeting. Schmidt moved to approve the minutes of the August 22, 2003 GLD board meeting. Second by Sellnow. The minutes were approved as written. Duermit moved to approve the minutes of the August 24, 2003 annual meeting of the GLD. Second by Schmidt. The minutes were approved as written.

IV Secretary/Treasurer's Report:

- A. President Schabbel asked for the Secretary/Treasurer's report. Hutchings had provided board members with an accounting of all fund balances as of 11/11/03. He stated he saw no major items of concern and, in his opinion at this time, we would finish the year within overall budget if outstanding income came in as expected. There are two expense accounts that will finish the year over budget: #108 Annual Meeting over by 15% (this is more than made up for by #204 Annual Meeting Income being up by 18%), and #110 Board Meeting Expenses projected to be over by 7 or 8%. Hutchings also mentioned that account, #105.3 Secretary's Education, was \$289.00 over for 2003. This account was under by \$548.00 in 2002 and under by \$232.00 in 2001. Hutchings also reported that in the final accounting we had expenses of \$150.42 exceeding income for Forum 2003. Duermit moved to accept the treasurer's report. Second by Grorud. Motion passed.
- B. Hutchings presented a membership report for the 3rd quarter of 2003. The membership by states is: IL 568, IN 192, MI 355, MN 162, OH 572, WI 233, and other states 18 for a total of 2100. This breaks down to 1965 voting members and 1827 dues paying members. The report shows a loss in membership in all categories over last quarter and last year except departmental memberships. After extended discussion about membership (how to get new members, keep members, develop interest, etc.), Duermit moved to accept the membership report. Second by Schmidt. Motion passed.

V Directors Report:

Grorud provided a written report of his activities by e-mail which is made a part of these minutes. He has also provided electronic reports to us as he receives them from the IAFC which keeps us up to the minute at all times. Other items Grorud reported on included 1) The Memorial Task Force has been assembled. Past GLD President Phil Burns is on the Task Force. They are attempting to work with the Curt Weldon Institute and the outcome looks favorable. The IAFC Executive Committee wants the Task Force to get started, at least by conference calls. 2) The Leadership Summit was well attended. Schabbel, Taylor and Duermit attended from our board and about 25 of the approximately 150 attending had GLD connections. The program was good. Mike Brown and Dave Paulison impressed the group with their sincerity. The program should help improve government relations for the chiefs and IAFC staff. Grorud also attended meetings with the FCC Commissioners concerning the fire service's problems with interference on the 800 MHz bands. The commission originally (10 years ago) made a decision to co-mingle the 800 frequencies cell phone channels with public service and safety. Fire and police chiefs as well as other interested parties have developed a consensus plan for FCC coordination to reorganize the frequencies grouping public safety frequencies together in the lower 800's adjacent to the 700's that are now proposed for safety use and opening up the rest of the 800's for cell phone use. Nextel has agreed to spend \$850 M to retune the safety department's radios, all at no cost to the fire service. At this time the other cell phone companies, fearing an advantage for Nextel, are supporting the "Balanced Plan" (Best Practices). This plan requires the additions of filters on existing equipment in an attempt to correct problems after the fact. No mention has been made as to who will pay for this. The IAFC is supporting the Consensus Plan. 3) IAFC and Nextel have signed a marketing agreement that will require adding two IAFC staff members. The Consensus Plan originated and was supported by IAFC well before Nextel and the IAFC started discussions on their agreement. 4) After an extended discussion concerning the Safer Act it was determined it had been combined with other bills and had passed through the House. Due to this combining it looks as though the President would sign the bill if it reaches his desk in its present form. This would provide for a maximum grant of \$100,000 per fire fighter over three years. The way the Act is written the grant would provide 90% of a F/F's salary the first year, 80% the second year and, in most full time departments, the balance in the 3rd year. A F/F hired under the conditions of this grant must be retained for 4 years. If the Act becomes law, funds will be available October 1, 2004. 4) President Schabbel questioned Grorud whether the IAFC is able to send member alerts out by division. If so, the GLD may have an interest in this type of communication. Grorud will check into this.

VI - Old Business:

- A. Schmidt reported Nextel will be at Forum '04 April 1st. They will present from 10:00 A.M. until noon and 1:00 P.M. until 3:00 with a networking lunch. It now seems there is some confusion about Nextel's original offer to assist in marketing the Forum. It was discussed and agreed that we would continue to pursue marketing assistance, but if it is not forth coming we would fund up to \$2500 for distribution of a mailing to all of the departments in the GLD. The Board feels this cost would be justified as a membership promotional tool. The mailing would go to nearly 5500 departments. State Representatives will have to obtain mailing lists for their states. Lott will get details on mailing the promotions. Schmidt will follow up with Nextel to see if they will share some of the cost.

The president called for a recess at 12:15P.M. for lunch. The meeting was called back to order at 12:55P.M.

After additional review of Forum '04 it was decided the tentative schedule would be:
Wednesday, March 31st

5:00 - 7:00 P.M. Weary Travelers Hospitality

Thursday, April 1st
 8:00 - 9:45 A. Dr. Terry Henley
 10:00 – Noon Nextel
 Noon -1: 00 P.M. Lunch
 1:00 - 3:00 P.M. Nextel
 3:15 - 5:00 P.M. IAFC (Mitchell/Schabbel)
 6:00 P.M. Reception/Dinner
 Friday, April 2nd
 8:00 - 10:00 A.M. Janelle Crowley
 10:15 -11:00 A.M. Charlie Dickinson

Duermit moved to invite the GLD states fire chief association presidents to attend an informal meeting with the GLD Board at 3:00 P.M. on March 31, 2004 and we also provide a complimentary Forum '04 registration to each president or his/her designee. Second by Sellnow. Motion passed.

At this time Ed Buikema and Steve Dimavich of FEMA joined our meeting at the invitation of President Schabbel. The president recognized that the FEMA region and the GLD represented the exact same areas and hoped that through this meeting we could form an informational relationship that would aid each of us. Regional Director Buikema addressed the Board and brought us up to date on federal grants and the future of the Fire Act. Right now it looks as though the Fire Act will continue to be administrated as it has been in the past although a M.O.U. has not been signed allowing N.F.A. to administer the grant, as yet. He also stated we should attempt to work together to provide information to our states and back to FEMA.

Grorud returned to the meeting at this time after taking part in an IAFC conference call. He had an update on several items we had discussed earlier. 1) Passage of the Safer Act is expected and we are sure the president will sign it. The issue is how it will get into an appropriations bill. It is hoped it will be a separate line item which gives it more credibility and chance for success. 2) There is no additional information on the Division using the member alert system. This will be looked into. 3) Mark Light indicated that he believes Nextel will assist with promotional material for Forum '04. 4) Commentary period is still open for FCC changes to be made in 800 MHz.

Return to Old Business:

- B. Fire GPO Program: President Schabbel passed out Fire GPO information sheets. After review it was determined that GLD departments had been making inquiries but it is undetermined if there have been any sales. There has been a problem getting the informational CD's out to GLD members. It seems at this time the vendors are still rather limited.
- C. Revenue/Sponsor Project: The president presented a draft version of a GLD sponsors classification starting at 2nd alarm \$100-500 up to 5th alarm \$2,500 +. After considerable discussion concerning: Was this a good Idea? How aggressively should this be pursued? Should contributions be directly correlated to specific sponsorships? How should a sponsor be recognized? Grorud then made the following motion. We establish the sponsorship categories as presented and acknowledge them annually in the Trumpet. Second by Sellnow. Motion carried.

- D. Strategic Plan: The president suggested that the plan the Board approved in Dallas should be reviewed by the board members. They should then communicate any updates deemed necessary by e-mail.
- E. Web Page Update: Information is being kept current. We are always looking for additional information for our web page. Let's get more educational opportunities posted. Best Practices' page is being worked on and should be up and running soon.

VII New Business

Before the treasurer presented the 2004 budget Hutchings requested that the Board consider replacing the existing GLD computer which is over 5 years old, a 266 MHz Pentium and unable to run some of the new programs. After a brief discussion Sellnow moved to allow the secretary to purchase a replacement computer and authorize up to \$2000 for the replacement. Second by Klapprich. Motion passed.

- A. GLD 2004 Budget: Hutchings presented a proposed budget for 2004 that included income of \$54,600.00 and expenses of \$55,950.00. The projections are based on our experience from 2002 and 2003. He also said that while the proposed budget was not balanced, unless something unexpected came up he was confident that we would not actually spend more than we brought in. The projected budget was reviewed and it was decided to add \$2500. to account 109.6 (Forum advertising) to cover the cost of additional Forum promotion if it is necessary. At the request of the treasurer, the Board also considered increases to accounts 105 and 106 (Secretary's expense and office expenses). After discussion it was decided to increase 105.1 (Stipend) to 4200.00, 105.2 (Division travel to \$1500.00, 105.3 (Education) to \$1500.00 and 106.3 (Office Assistance) to \$2400.00. There was additional discussion about a deficit budget and the possible need to transfer some funds from our money market reserve. Schmidt moved we approve the proposed 2004 budget as amended with \$54,600.00 in income and \$60,250.00 in expenses. Second by Duermit. Motion Carried.
- B. GLD Annual Policy Review: After review of the Travel Policy, under Secretary/Treasurer item #1 was increased to \$350.00 per month stipend. Item #2, Education, was increased to \$1500.00. Motion by Lott to approve the Travel Policy as amended. Second by Schmidt. Motion passed. Motion by Lott to approve the Election Policy. Second by Sellnow. Motion passed. After review of the Hospitality Room Policy, Sellnow moved for approval. Second by Lott. Motion passed.
- C. Legislative Network: President Schabbel furnished each board member with maps and lists of their congressional representatives. He requested each state representative to go back to their state and contact chiefs in each of the congressional districts who could represent the IAFC to their congressional representative. It was also suggested that these chiefs should attempt to establish a good personal relationship with these representatives on a yearly basis.

President Schabbel called for a recess at 4:30 P.M. We will meet tomorrow morning (Friday) at 8:30 A.M.

Friday November 13th.

The president called the meeting to order at 8:40 A.M. with all of the board members from Thursday present.

VII New Business (continued)

- D. GLD – FEMA Partnerships: Covered on Thursday.
- E. State FC Association Participation/Communication: President Schabbel asked for suggestions as to how we can develop a stronger relationship with the state chiefs’ organizations, and are we giving the state reps enough information to take back to their states? We are seeing some positives. Michigan just made the GLD representative a board position and at this time all of the state reps have some sort of a relationship with their state boards. It was determined that the GLD Board should be a conduit for information. When we here of questions we should be able to secure the answers. Our Position Statements tend to let the states know where we stand. It is also important for the state reps to bring state info back to the Board. It is hoped that the state chiefs’ presidents will attend the Forum and start us on a road to better communications.
- F. GLD Committee Representations/Appointments: The GLD has considerable representation on IAFC committees. President Schabbel will encourage these representatives to improve their communications with the GLD Board. We presently have one committee opening to fill on the Constitution and By Laws Committee. Our previous representative, Stan Powaski, has retired. The president asked for suggestions to fill this vacancy. Members will get suggestions back to the president ASAP. Lott stated he serves on the Elections Committee and is willing to continue doing so, but is also very willing to step aside in order to get more participation if someone else would like to do the job. The important part of these appointments is that the person accepting the appointment be willing to take part.
- G. GLD Teleconferences: It was suggested that we should do teleconferences more often as needed. At a cost of 16 cents per minute, if the whole board attends a one hour call the cost would be \$100.00.
- H. Forum 2005: Lott stated that we need to start planning our forums farther in advance. Pierce had extended an invitation to return for a future forum. It was asked if this might be a way to underwrite a feature speaker. Lott will look into this possibility for 2005 and report back at our next meeting.
- I. FRI New Schedule: Times were discussed regarding our board meeting, hospitality room and breakfast. Much discussion followed. It was decided that we would hold our annual breakfast at 7:30 A.M .on the Friday of the conference at the hotel. The board meeting will be on Thursday afternoon, time to be decided. The hospitality room will be open Wednesday, Thursday and Friday 5:00 - 8:00 P.M.

VIII Position Statements

- Fire Act and NFPA 1710 - Stand as written.
- NFC - Remove
- EMS - Remove the fourth sentence.
- Wellness/Fitness, Children’s Sleepwear, Placarding, WCFO, NFPA Standards - Stand as written.
- Drug Testing - Rename to Alcohol and Drug Free Work Place and add, “alcohol” to the statement.
- Legislative Up Date - Change “legislative e-mail tree” to “legislative net work.”
- CFO and Accreditation - Stand as written.
- FEMA - Remove
- Directed Votes - Stands as written.

- Safer Act - Add, to “gain legislation authorizing a federal grant program”, and add a last sentence, “The GLD Board encourages the IAFC to stay active in gaining appropriations for the Safer Act as authorized”.

Sellnow suggested that we need a statement on the “two hatter issue”. It was decided that he should draft a statement for the board’s consideration by e-mail. Lott moved to approve the Position Statements as amended. Second by Klapprich. Motion approved.

IX State Reports

The state representatives provide written reports that are attached to these minutes. The following items were added:

Schmidt – MI: The fire service has finally been separated from the state police. It has all been moved to Economic and Labor Developments. Arson stayed with the police. The winter conference will be held in Sault Ste. Marie. All are invited. Next year’s fall conference for the MAFC is scheduled for October 14-17, 2004.

Duermit – OH: Retired chief Robert Counts was awarded Ohio’s Distinguished Service Award by the Fire Marshal.

X Communications

Thank you letters were sent to all our 2003 sponsors. We received a thank you note from Gail Walters for the plaque that was presented by the GLD at FRI.

XI Good of the Order

It was decided that the 2004 fall board meeting would be held in Rochester, MN on October 14, 15, and 16, 2004. Taylor and Grorud will attend the Strategic Planning meeting in Washington and will not be able to attend. Tentatively we will arrive on October 13th and hold our board meeting on Thursday the 14th.

XII Next Meeting

Our next meeting is tentatively scheduled for Wednesday, March 31, 2004 at 10:00 A.M. in Merrillville, IN prior to Forum ’04. We can confirm during a January conference call.

Duermit moved to adjourn. Second by Schmidt. Meeting adjourned at 11:25 A.M.

Respectfully submitted,

Ret. Chief Ron Hutchings
Secretary/Treasurer GLD/IAFC