

Great Lakes Division – IAFC

November 2007 Board of Directors Meeting

1. Call to Order

The meeting of the Great Lake Division of the International Association of Fire Chiefs was called to order at 8:30 a.m., on Monday, November 5, 2007 by President Hank Clemmensen. The meeting was held on the campus of Notre Dame University in West Bend, Indiana. Attending the meeting were President Hank Clemmensen, Vice President Nyle Zikmund, International Director Kenn Taylor, Secretary-Treasurer Tim Farmer, Indiana Representative Timm Schabbel, Ohio Representative Scott Skeldon, Minnesota Representative Bill Mund, Michigan Representative Bill Schmidt, Illinois Representative Jeff Macko, Wisconsin Representative Jeff Stauber, and GLD Forum Chairman Jeff Roemer.

2. Acceptance/Additions to the Agenda

President Clemmensen asked for additions to the published agenda and there were none.

3. Minutes of Previous Meetings

The minutes of August 22, 2007 GLD Board of Directors meeting in Atlanta, Georgia were reviewed. A motion was made by Nyle Zikmund and seconded by Bill Schmidt to approve the minutes as published and the motion passed. A motion was made by Jeff Macko and seconded by Bill Mund to approve the minutes of the annual membership meeting which was held on August 23, 2007 in Atlanta, Georgia, with one correction noted in the spelling of Chief Dale Duermit's name in the Nominations and Elections Committee report. The motion passed.

4. Treasurer's Membership and Financial Reports

Secretary/Treasurer Tim Farmer gave the report on membership indicating the GLD has a membership of 2314. The breakdown by state was: Illinois 694, Indiana 186, Michigan 332, Minnesota 221, Ohio 603, Wisconsin 251, and retirees accounting for 27 memberships. The total dues paying members was 2236. The state representative asked that the secretary/treasurer supply them with a list of GLD members in their states, and new members in their states when the information becomes available.

Due to the change in the secretary/treasurer's position, the need for GLD International Director Kenn Taylor to maintain check writing duties, and challenges in establishing a new checking account, the financial status of the division was unclear. The checking account had about \$35,000 and the money market account about \$63,000. It was decided to postpone the report until the financial records are in the possession of the new secretary/treasurer and can be brought up to date. In order to help with this process and improve efficiency in maintaining financial records in the future, the board authorized purchase of new software for this purpose, and instructed Secretary/Treasurer Tim Farmer to obtain a GLD credit card. When the accounting is updated, the secretary/treasurer will email the reports to all board members, and President Clemmensen will arrange for a teleconference to deal with the reports and proposed 2008 budget.

5. Presentation

President Clemmensen introduced Pamela Mullins, Regional Manager, Masimo Corporation. Ms. Mullins described and demonstrated the Rad-57 pulse CO-Oximeter, and proposed a working relationship with the GLD which would decrease the price per unit through a group purchasing agreement. Ms. Mullins suggested that the GLD could help in holding lower pricing by

encouraging its members through the division website and newsletter to purchase through a pricing agreement. Ms. Mullins indicated that new standards for fire and EMS personnel rehabilitation will be implemented in 2008, and these units have a proven record in this type of work.

6. Guest

The members of the GLD Board introduced themselves to Fire Chief John Antonucci, University of Norte Dame Fire Department, who arranged for the meeting room and the refreshments for the meeting. Chief Antonucci welcomed the board to the campus and indicated that the board was invited to use the facilities again for future meetings.

7. International Director's Report

International Director Kenn Taylor distributed a written report for the board to review. Kenn noted that the Fire-Rescue International which was scheduled for Philadelphia, Pennsylvania, will be relocated due to construction delays in their convention center. IAFC staff is working on securing another site for the 2010 annual conference.

Director Taylor distributed and explained the "Board of Directors' Leadership Values Agreement International Association of Fire Chiefs" which was agreed to and signed by all members of the IAFC Board of Directors.

A "Proposal for a Three Tier Fire/EMS Safety Support System" document was distributed and discussed. This is a part of the annual "Safety Stand Down" which has been supported by the IAFC since inception. EMS has been added to the program and there will be on-going safety related messages produced throughout the year. A special "safety stand down" will be held when necessary which is in accordance with the practices that military services uses, and the safety stand down is based upon the success of their program.

Director Taylor noted that there are five new members of the IAFC Board, and Kenn felt that he was well positioned to take on his new role due to his attendance at the IAFC Board meetings as the GLD President over the past two years.

A task force has been formed to look at issues with how the divisions are related to the IAFC and possible ways to improve the working relationships since the last time these issues were considered was in 1994. This "Division Task Force" is comprised of IAFC staff, and the division presidents, secretaries and international directors.

There were 200 attendees at the Company Officers Class at Fire-Rescue International. This on-going program is designed to be a three-part series and is expected to grow in popularity and attendance. Each of the three parts is independent so attendees can take them in any order. Director Taylor noted that the attendance at FRI 2007 was in excess of 15,100.

8. President's Report

President Clemmensen requested that Director Taylor supply the dates and locations of all future IAFC Board of Directors meetings.

Jeff Roemer was given a plaque recognizing him for all of his efforts with regard to the annual GLD Forums. Jeff's work was acknowledged at the annual membership meeting, although he was out of the country at the time so he did not receive the plaque.

President Clemmensen noted that R.J. Reynolds, a cigarette manufacturer with about 20 – 25% of the U.S. market has announced that they will only manufacture fire resistive cigarettes in the future. Hank attributed this to work supported by the IAFC to pass legislation at the state level which makes it much more cost effective to make this change in manufacturing processes.

Hank also reported that the IAFC staff has been very active in the fight to pay benefits in accordance with the Hometown Heroes Act and the handling of Public Safety Officer Benefits Program. Kenn Taylor added that IAFC Past President James Harmes deserves a lot of credit for getting the programs back on track. Apparently there was a problem with the interpretation of the definition of “non-routine stressful or strenuous physical activity.” At this time they will be processing current claims as a first priority, and will then deal with claims that are unresolved or were denied.

President Clemmensen distributed copies of an IAFC booklet entitled “FCC Narrowbanding Mandate – A Public Safety Guide for Compliance.” He noted that the book was fairly easy reading and written in terms that non-technical people would understand. Another recommended reading is a new 48 page booklet entitled “Terrorism Response: A Checklist and Guide for Fire Chiefs.” Both of these documents are available for downloading from the IAFC website.

9. Old Business

- a. Progress on the Mid-America Mutual Aid Compact (MAMA-C) was discussed. The GLD has taken a lead in these efforts and at this time the study group has a commitment for grants in the amount of \$75,000 & \$50,000 grant from the Illinois and Indiana Divisions of Homeland Security. There are plans to requests grants from the four other Great Lakes Division state’s Homeland Security Divisions. These funds will be used to fund expenses associated with developing the MAMA-C system.
- b. The IAFC continues to provide trial memberships to potential members. A number of the states have taken advantage of the offer, and all others are encouraged to do so.
- c. It was affirmed that the GLD will not pursue its own strategic plan, but will follow the IAFC’s Strategic Plan which has been published.
- d. The IAFC’s initiative of support for the Fire Corps program is focusing on obtaining “state advocates” to champion the program in each state. This is one of the six partner programs that are a part of FEMA’s Citizens Corps. Citizens are used for non-firefighter, non-emergency duties such as public education programs.
- e. Line of Duty Death training, “Taking Care of Our Own,” will be provided through the National Fallen Firefighters Foundation in Wisconsin during 2008. Chief Dan Hermes, Pleasantview Fire Protection District, Illinois, is a good contact for members of the GLD.

There was a question as to the existence of state fire chaplain organizations. Most of the states have police chaplain organizations which have good policies and procedures which the fire chaplains use. There is a national organization known as the Federation of Fire Chaplains.

- f. Secretary/Treasurer Tim Farmer distributed the most recent report on the FireRescue-GPO. The board discussed how the funds should be distributed to the states. Most board members felt that due to the small amount of funds designated for each state, it would probably be better to hold the monies in the GLD and earmark the funds for purposes which would benefit the states such as underwriting the state president's round table discussion. The GLD has spent about \$3,300 to cover expenses related to becoming members of the GPO. It appears the GPO has provided about \$18,000 in funds to the division to date.

A motion was made by Timm Schabbel and seconded by Jeff Macko to retain all GPO funds and to designate a percentage to fund projects which directly benefit the state associations such as off-setting, or paying, the cost for attending the state president's roundtable discussions. Motion passed. In further discussions, it was considered that another project might be to eliminate each state's annual \$400 contribution to the FRI hospitality room.

10. New Business

- a. Fire-rescue International will be held in Denver, Colorado, in 2008. There were problems with the GLD hotel last time the conference was in Denver, and the board directed Secretary/Treasurer Tim Farmer to work on a new facility for 2008, possibly the Marriott Hotel. The IAFC Board will be meeting in Denver in May and at that time the division secretaries will also be in attendance to review the convention and lodging facilities. There is some concern with the 5K run being held in Denver due to the city's altitude.
- b. The 2008 budget will be developed in the next two months and after the draft documents are distributed to the board members, a teleconference will be held to discuss and approve the final document. After the financial records are in order, the board will consider hiring an outside auditor to review the books and report his/her findings to ensure that all is in order. In answer to questions regarding the GLD office systems, Secretary/Treasurer Tim Farmer indicated that some of the equipment is old and operating slowly including the laptop computer which has a hard drive which is making noise which could indicate future problems. A motion was made by Nyle Zikmund and seconded by Jeff Macko to authorize the secretary/treasurer to purchase the necessary hardware and software need to modernize the office systems, within a limit of \$2,500. Motion passed.
- c. The IAFC Leadership Orientation will take place on March 31 – April 1, 2008. The GLD President, Vice President, and Secretary/Treasurer will all be attending.
- d. The GLD Legislative book was originally put together by Tim Schabbel, but needs to be updated to be effective. Nyle Zikmund will provide a copy of a letter he uses to notify the legislators of the names and contact information of the three fire chief contacts he/she can rely on for fire service issues.
- e. The 20th Annual National Fire & Emergency Services Dinner & Seminars will be held in Washington DC on April 2 – 3, 2008. President Clemmensen presented a proposal that the entire GLD Board attend the events, and that this be followed by a GLD Board meeting at the IAFC Headquarters on Friday, April 4, 2008. The dinner is Thursday night and the division has a commitment by a vendor to purchase one table (10 tickets). After further discussions, Nyle Zikmund made a motion to approve up to \$15,000 in expenses for the GLD Board of Directors

to attend the National Fire & Emergency Services Dinner & Seminars (CFSI). Motion passed unanimously.

- f. President Clemmensen indicated that the spring meeting of the GLD Board could be held at the IAFC building in Fairfax, Virginia. This meeting would follow the CFSI activities, and give the entire board a chance to meet IAFC staff and to view the association's operations. Bill Schmidt advised that the Michigan Fire Chiefs Association's annual conference will be held on July 16 – 18, 2008, in Travers City, Michigan, and there was some discussion to not attend a state conference to offset the expenses of the CFSI activities. The board concurred with the idea of a board meeting at the IAFC Headquarters. Jeff Roemer will make the room arrangements for the CFSI events (Tuesday, April 1 – Thursday, April 3, 2008). President Clemmensen will secure the IAFC Board Room for the April 4th meeting.
- g. Since there will not be a forum in 2008, there was discussion as to when and if there should be a state president's roundtable in 2008. A few ideas were discussed including hosting a meeting at FRI in Denver, at the Michigan conference and during the CFSI events, and this issue will be discussed further at the next board meeting.
- h. The International Code Council will be holding its national convention in Minneapolis, Minnesota next year and is expected to vote on new codes with residential sprinkler requirements. The requirements were narrowly defeated at their last conference due to organized opposition by the home building industry. The actual vote will take place on September 22, 2008. It was also noted that the new president of the ICC is an active fire chief which is a first for the council.
- i. The IAFC has been dealing with a confusing issue of allowing "affiliate" members to join the association; however, most of the divisions do not have provisions for this membership category. The intent of the program is to get fire department personnel, who do not otherwise qualify to join the IAFC, to join the association. In order to allow these new members the opportunity to join the GLD, our bylaws will need to be revised. The consensus of the board is to change the bylaws and invite these new IAFC members to become members of the GLD. A GLD Bylaws Committee was appointed and includes Bill Mund, Jeff Stauber and Tim Farmer.
- j. The Western Division of the IAFC has a book store which sells books and training materials and makes a profit for their division. The GLD has been invited to join in this venture and share the profits. Concern was expressed for existing book sales organizations within the six Great Lakes Division states. There will need to be further study prior to any action to join the Western Division, or start an independent GLD operation.
- k. GLD clothing and marketing opportunities were discussed and a number of options were identified. There are state organizations which are already in this business and have good contacts which would be helpful in establishing an operation for the GLD. The best option seems to be to establish a relationship with a supplier who provides a catalog of merchandise, and will put the logos on the garments, ship the merchandise to the customer, and provide an accounting and share of the profits to the GLD. In this system, items can be ordered in bulk or in small quantities including one at a time. President Clemmensen will follow up on this project.

1. The future of the GLD Trumpet was debated and a number of options discussed such as new content, advertising in the publication, elimination of the Trumpet, and development of a new on-line version.

It was generally felt that the current publication is not timely, nor is the content considered of great value by the membership. An example of a more timely form of communication is the "Daily Dispatch" which is provided free to all subscribers and has a section which is customized to each state.

A motion was made by Kenn Taylor and seconded by Jeff Macko to have the GLD Secretary/Treasurer produce and distribute an "E-Trumpet" within the existing budgeted amount which is allocated for the Trumpet. Motion passed and Jeff Roemer volunteered to assist in the creation of the new newsletter.

11. Good of the Association

Michigan Representative Bill Schmidt announced that he will retire from that position effective after the Michigan Fire Chiefs Association's annual conference on July 16 – 18, 2008, in Travers City, Michigan. Bill stated that he enjoyed his time on the board, but felt it was time to allow another person the opportunity to participate.

12. Adjournment

A motion to adjourn the meeting was made by Bill Schmidt and seconded by Bill Mund. The motion passed and the meeting was adjourned.