

SDFA Board Meeting Agenda

State Fire School –
Belle Fourche June 6-9, 2013

Thursday June 6, 2013

1. Call Board meeting to order
2. Additional items for agenda
3. Secretary report; Review and approve Board meeting minutes from Jan 2013 Chamberlain meeting
4. Treasurer Report

OLD BUSINESS

5. Instructor Cost
District Fire School cost year to date
6. Secretary Reports
7. Website discussion
8. Evolution 2013
9. Date Changes for 2014 & 2015 fire schools
10. Scholarship program
11. NVFC report
Hosting classes in South Dakota
12. Fallen Firefighters Memorial Service – Sunday, Oct. 13, 2 PM
13. 2013 Legislation issues
14. SDFA Registration program
Vendor – add to program
FF Auxiliary Registration
Certificate Printing/Emailing

Recess;

15. Meet with Brown County-

Recess;

- Resume Sunday June 9th,
16. Fall meeting with Brown County Aberdeen
 17. SD Firefighter Benefit – Sept 14, 2013 @ Holiday Inn City Center – Sioux Falls, SD
 18. FDIC April 2014
 19. Guide Book for 2014 – review changes
 20. Meeting with Auxiliary-
 21. Meet with Belle Fourche -close out
 22. Burn building – where to store
 23. Challenge coin
 24. Term limits
 25. Increase in AD&D insurance –
 26. Central school location –same location yearly – discussion
 27. January 2014 meeting in Chamberlin
 28. Other items-

SDFA Board Meeting
Belle Fourche, SD
June 6-9, 2013

1. Call meeting to order 8:10AM MDT

Members present: Denny Gorton, Glenn Sealey, Rick Gustad, LeRoy Koopman, Chad Baumgarten, Reuben Vollmer, Duane Hofer, Charlie Kludt, Ron Hines, Paul Smith and Deedra Gesinger

Absent: Craig Oberle

2. Additions: membership program, district board member elections

Secretary report: Minutes from January 2013 meeting in Chamberlain, motion by Hofer 2nd Kludt to approve. MC

4. Treasurer report: Motion by Kludt, 2nd by Vollmer to approve treasure report. MC
Smith would like to set-up online payment for Dakota Star FCU credit card and South Dakota Firefighters newspaper payments. Motion by Hofer, 2nd by Sealey to allow Smith to set up online bill payments for these two accounts. MC

ACTION ITEM: Smith set up online bill pay.

Old Business;

5. Instructor cost this year \$42,000

Smith indicated that there always seems to be an issue with the instructors and the motel. We paid for rooms not used because of the lack of communication with the instructors. Hines will be the contact person between the motel and the instructors for fire school 2014 to make contact with the instructors and make sure they are at the motel we have booked for them or find out where they are staying.

District school expenses, payment for two spring schools - only one district spent the allotted \$1600.

Kludt has two members from his district attending state fire school that will be paid with the district scholarship money.

ACTION ITEM: Hines contact for instructors on motel accommodations.

6. Secretary report: Gesinger indicated we picked up a few more dues only departments, and we gained a few more departments as members.

7. Website re-vamp: The website needs a face lift. We have talked about adding pictures, and adding a "like us on Facebook" button. Motion by Baumgarten to have Brenda with Grape Vine Design revamp our website, 2nd by Kludt. Discussion: this will take ideas and input from the board, let's try to round up the group pictures and put them on in some sort of album. Gesinger will be the point of contact to get this stuff to Brenda so she doesn't have stuff coming from everyone. Within the next 30 days get your ideas to Gesinger. MC

ACTION ITEM: Reps get ideas for website changes to Gesinger. Gesinger get ideas to Brenda.

8. Evolutions 2013: Oberle was absent. Gorton indicated that he visited with Larry Nickles and explained to them they are responsible for making sure everything is set up and for having judges. Koopman will visit with the Auxiliary and let them know that we will have to forfeit this year. Gorton recalled an email that he had sent to the Evolution committee with the lay out of duties and he will draft up a list of duties and responsibilities and make sure the committee gets it. The committee has asked the board to judge this year.

2014 evolutions: if the committee decides to cancel evolutions because of the weather that is their call, the board will not make that call.

Dale Hartmann Evolution chairman- Koopman suggested we present an appreciate plaque to Dale Hartmann. Gorton will do a letter of appreciation. Motion by Sealey 2nd by Koopman to have a plaque made for Dale Hartmann and also years of service plaque for Reuben Vollmer for his 9yrs of service. MC Hofer will take care of getting the plaques.

ACTION ITEM; Hofer get plaque for Hartmann and Vollmer.

ACTION ITEM: Gorton appreciation letter for Hartmann.

ACTION ITEM: Gorton draft up duties/responsibilities for the evolution committee.

9. Date changes for State Fire School 2014, first weekend in April 3-5, 2014 Brown County. 2015 State Fire School Pierre June 18-20, 2015

10. Scholarship: There were three boys and 10 girls who applied. There were also two Schmidt scholarships for \$250 each. Vollmer asked why we give money to the Auxiliary so they can give it back in the form of a scholarship. Why can't we just do our own scholarship without the Auxiliary? If you remember we combined with the auxiliary to make it a larger scholarship, so kids felt it was worth applying for. Gesinger will draft up a letter for next years applicant to thank them for applying when we receive their application and also inform those applicants whose fire department are not 100% members why their application is not being considered. Smith indicated that only one \$1000 scholarship was paid out and one Schmidt scholarship was paid out. What are we going to do with the unclaimed funds? Motion by Gustad, 2nd by Hines that if the money remains unclaimed by May 1st of the following year, the awarded scholarship will be void. MC

ACTION ITEM: Gesinger draft up letter for 2014 scholarship applicants.

11. NVFC: Koopman gave up-date, next meeting is in Alexandria, VA. in May.

October 5th and 6th NVFC will host five classes at Pennington County.

12. Fallen Firefighter memorial – Pierre Sunday October 13, 2013 at 2PM CDT. Gorton will send info to Baumgarten to start making contacts. Need to clean the memorial and trim the bush before October. Hofer has been in contact with Chad Anderson and he will attend the memorial and put together a video.

ACTION ITEM: Baumgarten start making contacts for Firefighter Memorial set-up.

ACTION ITEM: Clean memorial and trim bush.

13. 2013 legislation issues- fireworks bill, sprinkler bill. Gustad indicated that there was no representation from the fire service. Maybe we could use our website as a means of getting the information out that we cannot lobby/testify against some bills.

14 Registration program (ABC): Kludt had one department that wanted a printable registration form. Belle did not have anyone who sent in a paper registration form. Maybe an idea for the website is to put directions on how to register for fire school. Gustad made a lot of changes as he went along. We currently do not have registered vendors in the ABC data base; is this something we can add? Gustad will check into getting a vendor list added. Vendors will be a separate count so we don't count them in with the student count. It would be nice to have a list of vendors who are in attendance, and a printed name badge, this would be the same for the Instructors. We will try to capture this information and build something within the registration site for 2014.

What about some sort of discount for registration for state fire school? This option is doable on the registration program. We would have to have a cut off date, must register before this date to be eligible for the discount. Can we get information from the Fire Marshal's Office of individuals who are currently taking classes, either certified firefighter, instructors, NFA classes, etc., and send them a letter and invite them to state fire school and offer them some sort of discount? Maybe we could follow-up with these individuals by utilizing the ABC registration program to track this information to begin with so we can generate the email, certificate and letter of congrats all at the same time in a one stop shop. Gorton will visit with the Paul Merriman (Fire Marshal) about their office utilizing this program, so we can track this type of information.

What about the Auxiliary using ABC to register their members? Gorton will visit with the Auxiliary about this.

ABC Reports: Thanks to Gustad for the weekly/daily updates on the class information.

ACTION ITEM: Gorton visit with FMO and Auxiliary about utilizing the ABC program for registration.

ACTION ITEM: Gustad work on setting up vendor/instructor registration.

Recess until Friday

Resume meeting at 8:05AM MDT Friday June 7, 2013

15. Meet with Brown County- JR Huebner and Mark Stoks

List of Classes; 2014

Foam

Building Constrict

Burn trail

Chief Officers

Essentials of firefighting

Hazmat-

Smoke house

Pumps-

First due- Strategies & Tactics –

NIMS –

ICS for fire ground

PPV –

Investigation

Active shooter –

Advance rapid intervention-

Key note

Ag emergency

Propane emergence

Ventilation/Forcible entry

Gas tanker emergency

Social media-

ICS 400

JR will narrow down the class list with his potential instructors with short class synapses and send email to Gorton.

JR asked if the board would be interested in the challenge coin. Would they be interested in putting the Association logo on one half and the host department paying the cost to put their advertising on the other half? This would cut down on the set up fee each year.

What is the feeling on the key note? Should we have other classes during the key note or just the key note?

We will meet with Brown County October 13th at 10:00AM. Gesinger will check with Fort Pierre about using the fire hall.

At our January 25th meeting in Chamberlain, we will need to get information in the paper early with fire school being in April. This means we need to have fire school information in the January and February issues of the paper. February 1st will be target date for opening registration.

Registration fee is currently \$60 with a \$20/\$40 split. Brown County was ok with the split but was wondering if they could do a \$60 full day fee and \$40 one day fee. They will think about this and let us know what they think.

Brown County will not be doing a book. The Association will print our own, they suggested we use Quality quick print/Mid State (226-2541) ask for Jenny at Quality Quick print that is who they use. Kludt will make contact with them and work on setting up the book.

Letter from Reuben of resignation effective July 1st. Reuben came on Fall of 2004.

Motion by LeRoy, 2nd by Hofer to accept this resignation with much regret MC.

ACTION ITEM: JR email list of classes, instructor ideas and synopsis to Gorton.

ACTION ITEM: Kludt make contact on fire school book.

Recess:

Resume, Sunday June 9, 2013 at 7:35 AM MDT

16. Fall meeting October 13: Proposal to have our fall board meeting in Pierre at 8:00AM CDT then meet with Brown County at 10:00 and have the memorial service and if we need to finish anything up we will finish after the memorial.

17. South Dakota Firefighters Benefit- September 14, 2013 Sioux Falls, SD Holiday Inn if anyone can make it.

18. FDIC 2014 will be after State Fire School, Gorton has registered already if anyone wants to go look at your calendar and let Gordon know.

19. Guide Book- changes issues, pg 7 add “pay a total of \$500 for the auxiliary fire related class”. Pg 13 “the school photographer shall provide SDFa with a disk or CD with photos”. Gorton will email the auxiliary the evolution guideline to see if anything has changed. Pg 18 evolution changes for the auxiliary payment and insurance goes to the committee. Need to add to the guide book, transportations to off site classes will be provided by the host department. Need to put a school map in the SDFa book, just in case the host doesn’t print a book.

ACTION ITEM: Gorton email Auxiliary guidelines for evolution to see if there are any changes

20. Met with Auxiliary- they gave Paul a check for \$150 for the scholarship. Their ticket sales were down by \$400 and their registration was also down \$400. They aren’t going to travel for meetings this year so that will help on expense. They have two auxiliary members from the Aberdeen area and since Aberdeen just hosted fire school they didn’t see the need to have to travel up there for a meeting. Gorton will ask if they would be willing to put their registration on the ABC sign up online registration. This would be set up as a separate event and we could run a report to see how many registered. They would have a registration fee and a class fee if they are taking any classes. Gustad indicated setting this up was very doable, their registration is \$30.

Motion by Kludt, 2nd by Hofer to pay the auxiliary the \$2000 that was budgeted. MC

21. Meet with Belle Fourche-

No evaluation sheets were given to instructors, this will be relayed onto the FMO.

No bill for port-a-potty, roses or ambulance.

Motion by Kludt to pay Belle \$2864.53 for building expenses, \$425 for ambulance, \$100 for roses, and \$100 for port-a-potty, 2nd by Hines. MC

Belle Fourche will follow-up on collecting payment for unpaid bills.

We owe Belle Fourche \$13,439.53

They owe the Association \$2270

Motion by Kludt 2nd by Sealey to pay Belle Fourche \$13,439.53 to settle up for State Fire School 2013. MC

22. Where are we going to store the burn building? Baumgarten made the suggestion of purchasing a trailer to haul the building on, but where is this going to be kept?

Baumgarten looked at a used trailer for \$1500 vs a new one for \$2800. Motion by Koopman to have Baumgarten purchase a trailer for no more then \$1500, 2nd by Hofer.

MC

ACTION ITEM: Baumgarten purchase trailer to haul burn building.

23. Challenge coin set up fee was \$100, which included both sides. Belle has a star over Belle Fourche. If the star was to be moved it would be another set up fee of \$100. Do we want to put the Association logo on one side? Gorton asked do we want to do a generic

coin, no year or date and offer them for \$10? Baumgarten suggested we not compete with the host department and just let them do their thing. Motion by Hofer that the State Association stay out of it. Motion dies for lack of 2nd. If someone wants to do some research and bring it to the board we will take a look at it in October.

24. Term limits are 4yr. Kludt asked if we want to try to match up our terms with the district terms so elections are held at the same time. Some districts have 3yr terms and some have 4yr terms. Gorton will send the SE district a letter letting them know that the Association terms are 4yrs. Kludt will get Gorton some info for the letter.

ACTION ITEM: Kludt get info to Gorton for letter on term limits for the Southeast District.

25 Increase in AD&D insurance- The supplemental insurance went up to \$34.48 from \$30, the basic went from \$6 to \$6.48 for the premiums due on July 1, 2013. The Board did not receive any notice of increase. The Board will have to decide what they want to do about the increase in premiums for individual members. Does the association want to continue to eat the cost of the basic AD&D or increase the membership dues? We have not had a dues increase for 10 years. Smith suggested increasing the dues to \$20 and then giving those who are 100% and go to fire school a discount. This type of action would take a by-law change so would need to give a 30 days notice. Gorton will draft a letter for the February newspaper once the board decides on what type of action we are going to take. Some suggestions would be to eat the increase or increase the dues.

ACTION ITEM: Board needs to decide what to do about the AD&A increase.

New Business:

26. Central location for Fire School- Starting 2017 for 3 years.

Pros and cons – Pierre/Chamberlain/Huron- There would be some cost to pay the host departments in the area to use their trucks. There would need to be a committee with different responsibilities that will deal with just those issues. Do we need to start putting letters in the paper getting the word out that the board is planning on hosting fire school in 2017 in Pierre/Chamberlain/Huron, and we will be hosting for three years in a row to collect data. We would need a minimum of 25 people to help pull this together. We have 7 districts we should be able to get 4-5 individuals from each district. We could assign a district to each area in the guide book. Motion by Koopman for the State Association to host State fire school 2017, 2018, and 2019 at a central location to be determined 2nd by Hines. MC

Baumgarten will get the available dates for April-July from Pierre for 2017, 2018, 2019. Hines will check with Huron on available dates, Gustad will check with Chamberlain on available dates.

ACTION ITEM: Baumgarten, Gustad, Hines check on dates and locations.

27. Chamberlain meeting January 25, 2014 9:00 AM CST Gesinger will set up a meeting place at Al's

ACTION ITEM: Gesinger set up meeting place

28. Other items:

Smart software for membership program. Gesinger will visit with Smart about just building something for the membership software not to include the registration program.

Marty Fire Department: Gesinger will call the Fire Marshal's office and see if this department exists; if not, they will be removed from her list.

Gustad will run the past two years of data on 100% departments and let the board know the numbers. Gesinger will get Rick a list of the 100% departments. This issue will be on the October agenda.

Hofer- As a district rep, does his department need to be a member of the association, or can they just walk in and run for an office? This is a district issue.

Gesinger will take the money (\$379) raised for Charlie Walker back to Pierre and give to the Walker family. Motion by Gustad 2nd by Hofer to donate \$150 to the Charlie Walker fund, MC.

Next meeting October 13, Pierre, if you need to drive in the night before that is fine. We will start the meeting at 8:00AM CDT and then meet with Brown County at 10:00AM CDT.

Motion by Kludt to pay bills 2nd Hines MC

Motion to adjourn by Hines 2nd by Sealey 2:45pm MDT.

Recorded by Deedra Gesinger
Approved 10-12-2013

June 6-9, 2013 Belle Fourche							
Dennis Gorton							
LeRoy Koopman	y	y	y	y	y	y	y
Glenn Sealey	y	y	y	y	y	a	y
Reuben Vollmer	y	a	a	a	a	a	a
Duane Hofer	y	y	y	y	y	y	y
Ron Hines	y	y	y	y	y	y	y
Craig Oberle	a	a	a	a	a	a	a
Chad Baumgarten	a	y	y	y	y	y	y
Charlie Kludt	y	y	y	y	y	y	y
Rick Gustad	a	y	y	y	y	y	y
Paul Smith							
Deedra Gesinger							
	Smith will set up online bill pay Credit cards and newspaper	\$2000 issued to auxiliary	purchase trailer to haul burn house	motion to pay Belle \$13,439.53 to settle up	\$150 donation to Charlie Walker fund	SDFA to host state fire school 17,18, 19 location to be determined	pay bills