

**COLORADO STATE FIRE CHIEFS ASSOCIATION
SPECIAL BOARD OF DIRECTORS MEETING MINUTES
MARCH 2, 2007**

A special meeting of the CSFCA Board of Directors was held on Friday, March 2, 2007, at 13:30 hours at the Doubletree Hotel in Westminster. Participation by conference call was not provided.

Members Present – Doug Forsman, Dave Parmley, Dan Qualman, Mike Morgan, John Bales, John Mullin, Andy Marsh, Bruce Mygatt, and Paul Cooke

The meeting was called to order by President Forsman at 13:30 hours.

Payment of Bills – Executive Director Cooke presented the bills to be paid for the period February 2, 2007 through March 1, 2007, a copy of which are incorporated herein by this reference. **Motion to approve the payment of bills by Mygatt, 2nd by Morgan.**

Motion Approved.

Addition of Treasurer to Signature Cards – **Motion by Mygatt, 2nd by Bales to add Andy Marsh to the signature cards for the Association checking and savings accounts.**

Motion Approved.

DU Leadership Program Applicant Screening – the DU Leadership Program is looking for two representatives from each of the associations to serve as the Applicant Screening Committee. The individuals selected should not be candidates to attend the program. The individuals selected to represent the CSFCA are Warren Jones and Larry Donner, if Larry will not be a candidate. If Larry is a candidate, Paul Cooke will serve as the second member of the selection committee.

Appointment of Regional Representatives – President Forsman appointed and recommended Board confirmation of the following individuals to serve in the positions noted: Chris Riley of Pueblo to serve as the Regional Representative for the South Region, and Don Chapman of Alamosa to serve as the Regional Representative for the San Luis Valley Region. **Motion by Bales, 2nd by Mullins to confirm the appointments.**

Motion approved.

Local Assistance State Teams – President Forsman reported on the National Fallen Firefighters Foundation (NFFF) efforts to develop a unified response on a state-by-state basis to provide assistance to fire departments and the firefighter's family immediately following a line-of-duty death. The intent of this program is to identify a group of individuals in each state who are willing to respond to support the department and family when they experience a line-of-duty death. The program is not intended to replace any line-of-duty death response system that already exists in a state, but instead to unify and organize each of the state teams to work on common elements relative to the line-of-duty death incident. The NFFF is asking the CSFCA to identify the members who could serve on those teams. Following discussion, it was the consensus that the Colorado Fallen Firefighters Foundation (CFFF) and the Colorado Fire Chaplains

Association should be involved in this effort. The names advanced as candidates to attend the training at the NFA were Bob Brown, chair of the CFFF and Lake Dillon's Chaplain, Ken Rice.

2007 CFSI Congressional Dinner – Andy Marsh and Dan Qualman are representing the CSFCA. Cooke reported that he was asked to instruct at the NFA preceding the CFSI Dinner, thus, if he attended the Dinner, the only cost to the Association would be the hotel expense. **Motion by Bales, 2nd by Mullins to pay the hotel expense related to Cooke's attendance at the CFSI Dinner. Motion approved.**

Name Badges for Board Members – Cooke reported that due to one time set up fees and minimum quantity requirements, the cost of the initial name badges would be more than expected. **Motion by Bales and 2nd by Mullin to authorize the expenditure of not to exceed \$1,000 for the name badges. Motion approved.**

Membership Rate for Individuals – Cooke reported that the Board had not set a membership fee for individuals eligible for active membership according to the Constitution and Bylaws such as county or municipal emergency managers, county fire marshals, the fire director of federal wildland fire agencies based in Colorado, etc. **Motion by Mygatt and 2nd by Qualman to set the 2007 fee for individual membership at \$100.00. Motion approved.**

Approval of Corporate Sponsors – Cooke inquired as to the Board's policy on the approval of Corporate Sponsor applications. The consensus of the Board is the Executive Director would approve the applications and would keep the Board apprised of who the Corporate Sponsors are. The exception would be if an application is received that may be controversial, in which case it would be brought to the Board for action.

2003/04 Audit, 2005/06 Audit Engagement Letter – Cooke distributed copies of the 2003/04 audit for action at the next meeting and sought authorization to sign the audit engagement letter for the 2005/06 audit to be performed by Joseph E. Moore, CPA at a cost of \$1,000. **Motion by Bales and 2nd by Parmley to authorize the Executive Director to sign the engagement letter. Motion approved.**

Next meeting – April 6, 2007 at the CSFCA offices in Centennial.

Respectfully submitted,



Paul L. Cooke
Executive Director

THESE MINUTES WERE APPROVED AT THE REGULAR MEETING OF THE BOARD OF DIRECTORS HELD ON APRIL 6, 2007.