

MFSEA BOARD OF DIRECTORS
Meeting Minutes
January 5, 2007

Call To Order: 11:20 a.m.

Members Present:

President: Jamie Perkins, Carrollton Fire Dept.
Vice President: Wendi Kimpton, Farmers Branch Fire Dept.
Secretary: Rebecca Mathews, Dallas Fire & Rescue
Treasurer: Megan Schuth, Denton Fire Dept.

Treasurer's Report: Megan Schuth reported a balance of \$1,188.56 not including deposits of membership checks that were received the previous week.

New Business:

1. New Officers – Review Officer Duties

- A. Wendi Kimpton provided new Secretary Rebecca Mathews with the organizations laptop and Secretary book, and will hand over the printer at the next meeting.
- B. Megan Schuth will set a time to meet with Jamie Perkins and Jerry Bonner to update MFSEA bank account signature card.

2. Reviewed By-Laws

- A. By-Laws do not state procedure for installation of new officers or opening meeting protocol.
- B. Was decided by BOD that the following new procedures will be developed and implemented starting this year, 2007.
 - i. Reciting the Pledge of Allegiance at start of meeting.
 - ii. Having a Moment of Silence after Pledge.
 - iii. Official installation process of new officers.
- C. Megan Schuth will purchase a table-top flag for MFSEA.

3. Update Membership Roster

- A. Megan Schuth will provide an updated list of members for the next membership meeting; and will cross-reference list to web site.
- B. Jamie Perkins will develop letter to send to department Chiefs who have been members in the past, as well as departments we would like to have as members, detailing MFSEA and its benefits.
- C. Megan Schuth will provide Jamie Perkins with a list of past departments who have been members.
- D. Wendi Kimpton will develop a survey to send with the letter to department Chiefs asking how their department handles public education. I.e. have a dedicated, full-time person or use on-duty staff.

- E. Wendi Kimpton will put together new member packets to send out for all new departments who sign up for membership. Membership includes but is not limited to the following:
- Bi-monthly Newsletter
 - *That Safety Show (Risk Watch)* DVD (\$50 value)
 - Attend one of two seminars free (maximum 2 persons per member department – excluding lunch)
 - State Conference reduced rate (maximum 2 persons)
 - One-day seminar reduced rate (maximum 2 persons)
 - Professional network of fire educators and resources
 - Networking and professional development opportunities at Conferences & meetings
 - Meeting door prizes (must be present to win)

4. Membership Meeting Programs

- A. It was decided that the following programs would be scheduled (if possible) for the 2007 year:
- January 18th – Safe Kids Coalition & Child Safety Seat Information
 - March 15th – How to Put on a Bicycle Rodeo
 - May 17th – TBA
 - July 19th – Safety House Programs
 - September 20th – Smoke Alarm Neighborhood Canvassing
 - November 15th – Field Trip to Parkland’s Burn Center
 - December TBA – Christmas party
- B. Jamie Perkins will contact Roger Stewart with Grapevine Fire Department about hosting the July meeting.
- C. The September meeting will be a “table top” discuss among members.
- D. Rebecca Mathews will contact Tanya Hasting at Parkland to arrange for the November Field Trip.

5. Conferences / Seminars

- A. It was decided that a One-Day Seminar would be held in June – date TBA on Citizens Fire Academy.
- i. Jamie Perkins will contact Peggy Harrell with Plano Fire Department about presenting the Seminar.
 - ii. Jamie Perkins will contact Jerry Bonner to see if the Flower Mound Fire Department Training Room is available for the Seminar.
 - iii. Cost of the Seminar was determined as follows:
 - a. Members: \$60.00 in advance
 - b. Members: \$70.00 at door
 - c. Non-members: \$75.00 in advance
 - d. Non-members: \$80.00 at door
 - iv. Lunch will be provided with Seminar
 - v. Hours will be tentatively scheduled from 9:00 a.m. – 4:00 p.m.
- B. It was discussed that should a date be found in the fall, a second One-Day Seminar may be scheduled, on the topic of CERT. If this Seminar is agreed upon, Jamie Perkins will contact Rick Nash to present this program.

- C. It was decided that MFSEA should look toward having a State Fire Educators' Conference in May 2008.
 - i. Money from the One-Day Seminar(s) would be used as seed money for hosting the Conference.
 - ii. Item will be brought before the membership for voting.

6. Educator of the Year

- A. Jamie Perkins provided information from Arizona Fire and Burn Educators Association regarding their procedure for nominating and selecting an Educator of the Year.
- B. It was decided that this award will be presented at the first membership meeting held in January 2008 for the 2007 program year.
- C. A Committee will be formed, to be named by the President, to establish procedures for this award.
- D. Suggestions discussed for this procedure are as follows:
 - i. A letter and application will be sent from Committee to all department member Fire Marshals, or in case the Fire Marshal is the contact member, to their Fire Chief, to be filled out and returned.
 - ii. A panel with a minimum of five people not associated with MFSEA, and which should include but is not limited to the following, will be chosen to review the applications.
 - a. Fire Marshal
 - b. Fire Chief
 - c. Educator
 - d. Firefighter
 - e. Teacher
 - iii. Panel members will receive copies of the applications with all pertinent information such as educator's name, department name, etc. marked out.
 - iv. Panel will rate each application based on a scale sheet.
 - v. Highest score will be chosen as the Educator of the Year.
 - vi. Winner of the award will receive gifts to be named at a later time but which may include the following:
 - a. A plaque
 - b. Overnight stay at a hotel
 - c. Tickets to an event

7. Miscellaneous Items

- A. It was suggested that all equipment belonging to MFSEA should be etched with the Organization's name and a serial number for cataloging purposes.
- B. A list of all equipment belonging to MFSEA will be developed, indicating member name who is utilizing said equipment, with list to be held by the Organization's Secretary.
- C. Discussion was held regarding the MFSEA camera. Its whereabouts are unknown. Wendi Kimpton will be contacting past Presidents and members to find out what happened to the camera.

- D. It was also suggested that whether or not we find the camera, MFSEA is in need of a digital camera and should discuss whether or not to purchase.
 - i. Rebecca Mathews will check with her contacts to see if a digital camera can be donated to MFSEA. If not donated, the issue will be placed before the membership for voting.
- E. Jamie Perkins, as President, appointed Wendi Kimpton as the Organization's Historian. As such she will be in charge of taking pictures at all MFSEA events and having said pictures posted to the Organization's web site.

Adjournment: Meeting was motioned for adjournment by Jamie Perkins, seconded by Wendi Kimpton, at 12:45 p.m.

Minutes submitted by: Jamie Perkins, President