

OREGON FIRE CHIEFS ASSOCIATION
APPOINTMENT: BPSST BOARD MEMBER/POLICY COMMITTEE REPRESENTATIVE

Representative's Names	Representative's Organization	Representative's Contact Info	Date Appointed	Length of Term
Mark Prince	Oregon Fire Chiefs Association	Mark Prince, Battalion Chief Hillsboro Fire Department 240 S.First Avenue Hillsboro, OR 97123 (503) 681-6170 markp@ci.hillsboro.or.us		No terms - as long as appointee is willing to serve and the OFCA so desire.

Purpose, Scope and Goals of Committee	<p><i>Scope and Responsibility of Committee:</i></p> <ul style="list-style-type: none"> • Provide guidance and detail to issues relating to Oregon's Fire Service • Review, comment, and vote to approve or disapprove DPSST's fiscal budget expenditures • Actively participate and comment on DPSST agenda items as they relate to public safety as a whole • Submit and annual written performance appraisal on the DPSST Director • Participate in developing, maintaining, and updating DPSST's strategic plan • The committee is comprised of multiple disciplines which include fire, law enforcement, corrections, private security, district attorneys, labor groups, and many others. This board shall be supported by the OFCA.
Frequency, Format and Location of Meetings	<ul style="list-style-type: none"> • The Committee shall meet quarterly. The next meeting date and the location will be agreed on by the committee prior to adjournment. Meetings are generally held at DPSST in Salem.
Specific Duties of Appointment	<ul style="list-style-type: none"> • Attend the formal committee meetings in person. Actively participate in and contribute to the function of the committee on behalf of the best interests of the OFCA and its membership. Review relevant materials and complete tasks as assigned by the committee leadership within specified timeframes. Alert the OFCA Board of any emergent issues that may be of interest or concern. • Submit a written annual report due at Spring Conference <p>In addition to attendance at arranged meetings and the associated travel time, the appointee's typical workload is approximately 10-15 hours during an active cycle.</p>
Standing Expectations of OFCA Board	<p><i>Appointed representatives of the OFCA are expected to:</i></p> <ul style="list-style-type: none"> • Demonstrate conduct that is at all times professional and brings credit to the association and its membership. • Accept and act upon extemporaneous or ad hoc direction from the OFCA Board in a timely manner and with the same credence afforded the direction received herein. • Reflect in their actions adherence to the OFCA's bylaws, policies, and resolutions as well as the following adopted principles: <ul style="list-style-type: none"> ✓ OFCA (and its representatives) will build and maintain relationships with our members, our state associations, and other partner organizations. ✓ OFCA will actively foster communication to enhance these relationships. ✓ OFCA (and its representatives) will endorse, support, and foster legislative and policy development initiatives that will enhance the fire service and advance firefighter, citizen, and community safety.

	<p>(continues on next page)</p> <ul style="list-style-type: none"> ✓ OFCA (and its representatives) will endorse programs that foster and promote quality improvement and professional development for fire service professionals and agencies. ✓ OFCA (and its representatives) will seek and utilize fire service leaders who will professionally and enthusiastically advance the mission, goals and objectives of our organization.
<p>Specific Direction from OFCA Board</p>	<p><i>While serving as the OFCA representative to BPSST Committee the appointee is expected to:</i></p> <ul style="list-style-type: none"> • Ensure the training needs of the Oregon Fire Service are appropriately addressed • Provide input that will ensure the safety of all public safety officers and members of the public within the State of Oregon • Provide guidance to the Staff of DPSST as needed in order to obtain future goals and objectives
<p>Participation and Reporting Requirements</p>	<p><i>Committee Participation Requirements:</i> Representatives are expected to attend all meetings. Unexcused absences may result in the termination of appointment.</p> <p><i>Primary Committee Contacts:</i></p> <p>Harold Burke-Sivers Chair, Private Security Advisory Committee University of Portland (503) 943-7161 Email: buekesiv@up.edu</p> <p><i>Regular Reporting to the OFCA Board:</i> The appointee will maintain regular contact with and provide timely notification of emergent issues to the assigned OFCA Board liaison listed below.</p> <p>OFCA President 727 Center St. Salem, OR 97301 (503) 587-9427</p> <p><i>Initial and Annual Review of Appointment Document:</i> Initially, upon commencement of the appointment, and prior to December 1st of each year of service on the committee, the appointee will review and recommend changes to this document to ensure it accurately reflects the scope and requirements of the positions. The proposed changes will be submitted to the aforementioned OFCA Board liaison (see above) for consideration by the OFCA Board.</p>

Unusual Event Reporting and Review	<p>In the event of unusual circumstances or significant emergent issues, the appointee will immediately contact one of the following for direction (listed in order of priority):</p> <p style="padding-left: 40px;">OFCA President</p> <p style="padding-left: 40px;">OFCA 1st Vice President</p> <p style="padding-left: 40px;">OFCA Executive Director</p> <p>In the unlikely event of conflict or disagreement between the appointee's actions or chosen approach and written directives from the OFCA, the matter should be immediately brought to the attention of the OFCA Executive Director and/or Board President for review by the Board at the earliest opportunity.</p>
Expense Reimbursement Policy	<p>Participation on this committee is not funded by OFA. The appointee's agency typically funds reimbursement of expenses.</p>

SIGNATURES:

OFCA Board President

Appointee

RESOURCES:

- Available at www.ofca.org:
 - ✓ OFCA Constitution, Bylaws, Policies, and Resolutions
- Available at www.oregon/DPSST/index/shtml
 - ✓ Various committee specific materials/

CREATED: September 2007