

**OREGON FIRE CHIEFS ASSOCIATION**  
**REPRESENTATIVE: OR-OSHA Firefighters Advisory Committee**

Representative's Name	Representative's Organization	Representative's Contact Info	Date Appointed	Length of Term
Doug Koellermeier John Oliver	Oregon Fire Chiefs Association	Doug Koellermeier: <a href="mailto:dkoellermeier@ci.bend.or.us">dkoellermeier@ci.bend.or.us</a> John Oliver: johnoli@CCFD1.com		No terms - as long as appointee is willing to serve and the OFCA so desires

<b>Purpose, Scope and Goals of Committee</b>	<p><b><i>Scope and Responsibility of Committee:</i></b></p> <ul style="list-style-type: none"> <li>The OR-OSHA Firefighters Advisory Committee was established to provide technical information and guidance to Oregon OSHA for development, interpretation and application of occupational safety and health standards applicable to fire and emergency services.</li> <li>The committee assists Oregon OSHA in an advisory role, providing technical guidance and recommendations. Members of the committee are selected from representative parts of the Fire Service and OR-OSHA to work together in a non-adversarial, cooperative effort to create a safer work environment for fire fighters. The committee also serves as a network between Oregon OSHA and the Fire Service to collect and distribute information.</li> </ul>
<b>Frequency, Format and Location of Meetings</b>	<ul style="list-style-type: none"> <li>The Council shall meet at least once every six months unless there is a need to meet more often. The next meeting date will be agreed on by the committee prior to adjournment. Generally meetings will be held in the Salem area, at or near Oregon's OSHA's office, or at a location agreed upon by the committee that is conveniently located for the majority of the members.</li> </ul>
<b>Specific Duties of Representative</b>	<ul style="list-style-type: none"> <li>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 to the Oregon Chiefs.</li> <li>Submit a written annual report due at Spring Conference</li> <li>In addition to attendance at arranged meetings and the associated travel time, the appointee's typical workload is approximately 15-20 hours during an active cycle.</li> </ul>
<b>Standing Expectations of OFCA Board</b>	<p><b><i>Appointed representatives of the OFCA are expected to:</i></b></p> <ul style="list-style-type: none"> <li>Demonstrate conduct that is at all times professional and brings credit to the association and its membership.</li> <li>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.</li> <li>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"> <li>✓ OFCA (and its representatives) will build and maintain relationships with our members, our state associations, and other partner organizations.</li> <li>✓ OFCA will actively foster communication to enhance these relationships.</li> <li>✓ 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.</li> <li>✓ OFCA (and its representatives) will endorse programs that foster and promote</li> </ul> </li> </ul>

	<p>quality improvement and professional development for fire service professionals and agencies.</p> <p>✓ 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>
<p><b>Participation and Reporting Requirements</b></p>	<p><b>Committee Participation Requirements:</b> Representatives are expected to attend all meetings. Unexcused absences may result in the termination of appointment.</p> <p><b>Primary Committee Contacts:</b></p> <p>Ron Haverkost – Oregon OSHA  Senior Safety Officer/Technical Specialist  Salem Central Office  (503) 947-7421  ronald.l.haverkost@state.or.us</p> <p><b>Regular Reporting to the OFCA Board:</b> The representative will maintain regular contact with and provide timely notification of emergent issues to the OFCA Board.</p> <p><b>Primary OFCA Contact:</b>  OFCA President  727 Center Street NE  Salem OR 97301</p> <p><b>Initial and Annual Review of Appointment Document:</b> Initially, upon commencement of the appointment, and prior to December 1<sup>st</sup> of each year of service on the committee, the representative 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 for consideration.</p>
<p><b>Unusual Event Reporting and Review</b></p>	<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>OFCA President</p> <p>OFCA 1<sup>st</sup> Vice President</p> <p>OFCA Executive Director</p> <p>In the unlikely event of conflict or disagreement between the representative'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>
<p><b>Expense Reimbursement Policy</b></p>	<p>Participation on this committee is not funded by OFCA. The representative's agency typically funds reimbursement of expenses.</p>

**SIGNATURES:**

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OFCA Board President

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Representative

**RESOURCES:**

Available at [www.ofca.org](http://www.ofca.org):

- OFCA Constitution, Bylaws, Policies, and Resolutions  
Available at [http://www.cbs.state.or.us/external/osha/standards/advisory/ffac/ffac\\_charter.pdf](http://www.cbs.state.or.us/external/osha/standards/advisory/ffac/ffac_charter.pdf)
- OR-OSHA Fire Fighters Advisory Committee Charter

**CREATED:** September, 2007