



## Oregon Fire Recruitment Network

February 23, 2016

Hosted at Tualatin Valley Fire & Rescue  
South Operating Center  
8445 SW Elligsen Road  
Wilsonville, OR 97070

1. ***Call to Order:*** Call the meeting to order at 1030 Hours
  - In attendance:
  - Jennifer Motherway – Volunteer Coordinator, Columbia River Fire & Rescue
  - Matt Aalto – Recruitment/Retention, Stayton Fire (phoned in)
  - Nick Tyler – Recruitment/Retention Lieutenant, Lebanon Fire
  - Tina Quintal – TVF&R – Senior Employment Coordinator
  - Hector Blanco – Division Chief, Keizer Fire
  - Damien Johnson – TVF&R Volunteer Lieutenant
  
2. ***SDAO Meeting Update***
  - Tad Buckingham hosted a recruitment class and there were 80 people were in the breakout session. Most were from small departments and.
  
3. ***OFRN Structure***
  - We would love to have work parties to get by-laws organized and structured. Is anyone interested in helping move this forward? It was suggested that Tad, Matt and Jennifer as the brain trust from the starting point of the network to get together and organize what the by-laws are, we have a good base so far, just need to make it more formal.
  - Getting the word out about the recruitment network – need to keep seeking agencies to share the message and website with.
  - Do we have a standard document that lines out how to present the recruitment network, so if someone who hasn't given a presentation yet they know what the expectations are or at least bullet points to make the network more successful. There is a consistent informal layout that we use to present to outside agencies.
  - Survey Monkey – Need to get feedback
  - Board Members – Currently Tad, Matt and Jennifer do we need to add to or do anything different than this?

- Email exchange with the members of the network so that we can all provide feedback within the group and get input.
- Focus on the core values, purpose/philosophy/etc. of the recruitment network to keep it successful and moving forward

#### **4. SAFER Grant Application**

- SAFER grant opened on the 22<sup>nd</sup> of February and closes on March 25<sup>th</sup>. This is something that isn't open year round and ideally we need to discuss if we are ready to jump ship and apply for this grant and hope that we get selected. We have had conversations and many of us are for it, but the big question is are we ready to receive this funds and make use out of it, or do we need to do anything further with the network so we are prepared to hit the ground running if selected?
- We used CSFA as an example of an organization that applied and was selected for the SAFER grant. They use the SAFER funds to host recruitment and retention classes for departments across the state and assist with paying for travel, helping with marketing materials post the recruitment class and more.
- Our goal as the OFRN would be to host recruitment and retention classes within communities throughout Oregon and when they are done they could apply for additional funding for billboards, banners, etc. The funds would be used to pay for instructors, fire agencies to travel to take the class as well as help provide materials for them to take back to their agencies to help them recruit. The big goal is to help Oregon
- We established a sam.gov account, checking account, and have OFRN set up as a business and done all the other due diligence to move forward with the SAFER application as we were anticipating when it would open so we could apply. The motions were set and in place awaiting the day it opened. We are a pretty likely candidate to get awarded. We do need to discuss and consider that if we are awarded we need to be prepared to move forward and have our set plan in place.
- Jennifer will look into whether or not by-laws need to be in place prior to the application being turned in.

#### **5. Recruitment & Retention Matters "Open Forum"**

- Nick Tyler - been in this position since January in Lebanon, so just getting his feet underneath him so to speak, working on budgeting and attending the OFRN meetings to get ideas and move forward in his position.
- Jennifer Motherway - We have 14 people going through our Columbia County Recruit Academy which started in mid-February and it is going well so far.
- Hector - We are currently recruiting, probably will bring on 10-12 people. Career staffing has changed some with new shifts. Used to have 40 volunteers and currently have 20, but want to see if bringing on more folks helps with the success. Career folks do most of the hands on training.
- Tina - TVF&R is not currently recruiting. Lateral volunteers are coming on from other districts. Typically this time of year is when they do their recruitment. District 2 and TVF&R are essentially merging together therefore have lateral volunteers
- Damien - If you are a member of this organization, it would be super helpful to have something on the OFRN website such as a networking piece where all the

departments have volunteers, showing the standards and if a volunteer moves it helps you to connect to the recruitment folks across Oregon for each district. There needs to be a location to connect individuals. For example if someone is in Salem, but moving to Coos Bay there needs to be a place so they know who the contact is and how they can easily transition to a new department in a smooth fashion. Discussion about LOSAP and will it be easy to transfer LOSAP between agencies? Also discussed the option of putting something on the website that shows benefits each district offers...ie: LOSAP, mileage reimbursement, gym reimbursement/etc. Damien will send the TVFR SOG's so we can use as an example.

- Matt - Something that we talked about a few years ago, setting up a benefits list for their Firefighters of all the things agencies offer...a complete list and build on transfer requirements between agencies. The trick would be to send the request form to each agency. If we get the feedback, we could easily populate it on the site that would be a strong benefit to the network. We as the recruitment network have a lot of things on our site that simply no other agency offers. Matt is going to put together a questionnaire, ie: how often do you have academy...a thorough checklist so we as a group can decide what information we want listed. A question to include, are you willing to take a transfer volunteer?
- It might be helpful to get the 360 group information as well.
- A survey would be great of any information that we gather, it can only benefit the network in a positive way.
- Damien's wife is an attorney and he is going to talk to her about looking at the OFRN by-laws to ensure they meet the legal requirements. If she agrees this could be a huge benefit to help out the OFRN.
- Maybe a link on the site that has a pre-filled out form that could be sent directly to the recruiters at each agency. We might have to do some custom coding to possibly make this work. Absolutely do-able, but something to look at and work towards. Even a drop down screen that shows who you want to have that information sent to. Possibly include the website funding in the SAFER grant...for example CODERS that can help do the back end of the website. Ideally it would be nice to have one liaison to do a full time SAFER grant position and take it and run with it.
- Try to create a board of 10-12 people that meet quarterly, then use 3-4 people that give the elevator speech that act on behalf of the group. Use these folks as a resource to be called upon to push the OFRN and help with the recruitment efforts across the state. Send people to agencies to share the message, the website and just the awesome recruitment and retention resources that are available.

6. **Next Meeting** – March 15<sup>th</sup>, 1pm at TVFR South Operating Center