



## YFIRES Meeting Minutes

### October 14, 2019 - 11:00 AM EST

#### In Attendance

- Ed Comeau
- Don Porth
- Karla Klas
- Marty King
- Tom Flamm
- Phil Tammaro (absent)
  
- YFIRES
  - Data System Report (Don) - nothing new to report
  - Web Site - Ed provided the link information. Don submitted it to Visionary for addition to the web site
  
- Communications
  - Internal - nothing to report
  - External
    - Constant Contact Performance (Ed) - Ed provided an analysis of the last mailing, specifically calling out the Program Admins, Program Users, and Data Retrievers. While the click through percentage seemed to be low, Karla and Don both shared that they do not open e-mails like this because of the "view" function in their e-mail clients. We don't know how common this is but may account for why the percentage is low. Ed checked with Constant contact and there are numerous reasons why the percentage falls short of 100%. The conclusion is we probably can't expect to find the stats show a high percentage.
    - Research Update - everyone needs to get feedback to Karla by Friday so an update can be sent. The next update is scheduled for Mid November and will include the Annual Report and a solicitation for support.
  
- Business Operations
  - Financial Update (Tom) - no change since last meeting
    - Expenses Report - no expenses reported
    - Revenue Report - no revenue reported
    - Revenue Solicitations - Tom mentioned discussions with Colorado Springs are on-going. Don Reported that the Minnesota State Fire Chiefs should be forwarding a check for \$500 soon, thanks to Kathi Osmonson.
    - Other Funding Sources - Marty has not yet begun the ask to Steering Committee members but will begin shortly. Tom reported

about an upcoming meeting with an insurance company IAFF works with who may wish to underwrite the YFIRES budget.

- Fiscal Year End Preparations - Don to update the Annual Report and forward it to everyone for review and approval.
- New Fiscal Year - Funding solicitation to go out in Mid November and in April (prior to fiscal year end for most agencies).
- Timeline of key business - nothing to report
- Review (and amend if necessary) Operational Plan - Nothing to report
- Research Project Update (Karla) - Karla reported on the October 7th Research Committee meeting.
- New Business
  - Steering Committee Activation (Marty) - Marty to begin in a week.
  - Request for access to Users - Jerrod Brown Research Project (Don) - no action at this time
  - NFPA 950 Compliance (Marty) - Marty to investigate
  - Domain Renewals - It was decided to drop the three domains beginning with Y-FIRES and keep the other 4. All of the YFIRES domains are already set up to point to YFIRES.com
- Next Meeting - November 12, 2019 at 11:00 AM EST