

OREGON FIRE SERVICE OFFICE ADMINISTRATORS
Board Meeting Minutes - Second Quarter
Oxford Suites, Clackamas Room
April 21, 2010

ATTENDANCE:

Executive Board:

- President Rhonda Grant, Stayton Fire District
- Vice President Susan Boyle, Tualatin Valley Fire & Rescue
- Secretary Janet Huston, Siuslaw Valley Fire and Rescue
- Treasurer Susan Shepard, Polk County Fire District
- Immediate Past President Karen Bracken, Keizer Fire District
- Region 1 Rep Jane Herman, Mid-Columbia Fire & Rescue
- Region 2 Rep Deb Keehn, Jefferson Fire District
- Region 3 Rep Brenda Burks, Winston-Dillard Fire District
- Region 4 Rep Jill Dorrell, Newberg Fire Department
- Region 5 Rep Bonita Johnson, La Pine Fire District

Committee Chairs:

- Education Chair Pam Webber, Medford Fire Department
- Membership Chair Barb Kunkel, Portland Fire & Rescue
- Communications Chair, Vacant
- Protocol Chair Pat Cane, McKenzie Fire & Rescue

Subcommittees:

- Accreditation Chair Susan Boyle, Tualatin Valley Fire & Rescue
- Website Chair Laura Houston, Stayton Fire District
- Hospitality Chair Jan Mann, Santa Clara Fire District
- Merchandise Chair Amy Anderson-Rice, Roseburg Fire Department

President Grant called the Second Quarter Board Meeting to order at 3:00 p.m.

Approval of Minutes: Pat Cane suggested we identify those on the roster attending via telephone in a more noticeable way, possibly a different checkbox or noted after their name as well as in following paragraph. Moved by Susan Boyle, seconded by Jill Dorrell, to approve the minutes as presented. Motion carried.

Treasurers Report: Treasurer Susan Shepard reviewed the Treasurers Report; the checking account total was \$5724.78; the money market account total was \$8057.48; leaving a grand total of \$13,802.26. Moved by Susan Boyle, seconded by Jane Herman, to approve the Treasurer's report as presented. Motion carried.

Correspondence: none

Region Rep Reports:

Region 1: Jane Herman stated that she was the only one from her region in attendance at the workshop as many are busy with budgets or negotiations this time of year. Question regarding conference certificates - they are here at the workshop or have been mailed.

Region 2: Deb Keehn reported that she has three new members: Karen Duckworth from Tangent, Annie Kirsch from Woodburn, and Gwynn Irwin from Philomath. Deb is Secretary/Treasurer of the Linn Benton Fire Defense Board and said that they are very supportive of OFSOA and encourage their Administrators to join if they haven't already. There are 16 members from Region 2 here at the workshop.

Region 3: Brenda Burks reported that she has 29 members in her region and 12 members are signed up for the workshop. She has contacted her fairly new members from Tenmile FD and Wolf Creek FD.

Region 4: Jill Dorrell has 54 members in Region 4; six are attending the workshop.

Region 5: Rhonda Grant reported on behalf of Bonita Johnson: Bonita contacted her members and most members are dealing with budget issues and are unable to attend the workshop.

Membership Report: We have 134 renewals (includes 7 associates) and we have 13 lifetime members = 147. Our newest members are Analisa McKinley, White City; Donna Fleischman, McMinnville; Diane Shank, Sweet Home; Bria Dezotell, Salem Fire; Debbie Adair & Jana Sorenson, Springfield; and Karen Duckworth, Tangent. Under her Objective 3.B she has updated all reports to Region Reps showing Fire Departments and members in their regions.

Hospitality: Pat Cane reported that Jann will be resigning from hospitality- she will not be at conference so we will need to get a replacement.

Good Will Representative: Brenda Burks said she purchased a card kit and put together 39 cards that we can use to send to our members as needed. She sent Amy a card and we are all happy to see Amy here at the workshop.

Merchandise Report: Amy Anderson-Rice reported that many new items have been purchased. We are out of the Roberts Rules of Order books so she will be picking up more of those to have in the store. Plan to get label pins by the fall conference as well as a mug or tumbler. She asked Board if they want to budget an extra

amount for more items for the store and for gifts for speakers. She got a great response for both the mugs and tumblers (www.purplepigsfly.com) and would like to see us purchase both (suggested \$300-\$400 additional amount allocated to stores; items can be for stores and speaker gifts). Discussion followed. Moved by Deb Keehn, seconded by Brenda Burkes, to put an additional \$500 into the Merchandise line item; Amy amended it to state that it is a one-time addition for this upcoming fiscal year 2010-2011. Motion carried.

Education Report: Pam Webber reported on attending a workshop with Bill Gallagher as the instructor and it was a great class. He is from Medford and does a presentation on Understanding Personality Differences in the Workplace. She would like to suggest him for the keynote speaker on the final day at our next conference. Discussion followed on his pricing. She stated that we would also like to bring Laoreal Williams back to finish the session she had last time. We plan to have an orientation session for new members - a list of items to cover during this orientation was discussed. A conference planning meeting was planned for directly following this workshop. Pam wanted us to know that Darlaine Smith from Lebanon is still helping her on the Education Committee.

Accreditation: Susan Boyle reported that two members, Darlaine Smith from Lebanon and Tammy Robbins from Jefferson, were working on their accreditation.

Protocol: Pat Cane reviewed the membership process that is in use at this time and the policy changes to match. A few changes were noted. Moved by Susan Boyle, seconded by Pam Webber, to approve Policy 1.7 as presented with noted revisions. Motion carried.

Website Report: no report

Oregon Fire Bridge: no report

OFCA report: President Grant reported that she did not attend their conference but did get a report to them.

Workshop Report: Carrie Szabo reported that we will have an icebreaker game for the start of the workshop: for Thursday evening, there is a pub behind Safeway that will have a live band which would be a great place to get together for those interested; the workshop notebooks are all put together; she will get together with Amy on speaker gifts; there are 39 people registered for the workshop.

Conference 2010 in Bend: Report from Bonita: They will be holding their first conference committee meeting on May 5. The hotel and food is taken care of; just

need to work on topics and speakers. She asked if we can have a short conference meeting immediately following the workshop.

Workshop 2011 in Roseburg: Amy asked her 'neighbors', Brenda and Ann, for help as they are very experienced and she would also like to talk to Carrie about this workshop to get ideas about what works and what doesn't. She is happy and appreciative to be here on a scholarship as the City Manager in Roseburg has put a stop to out of town training at this time. Her Chief and department are very excited to host the workshop in 2011.

Conference 2011: Karen Bracken acquired some information from Cannon Beach Hallmark Inn; Rhonda made some calls and looked at their website and had concerns about the catering and that the main meeting room was not large enough. It was suggested that someone contact them and check out the site... Amy said she would be willing to do this. Susan Boyle, Karen Bracken, and Amy Anderson-Rice will continue looking for a site. It was also suggested they look at Gearhart (near Seaside) or Lincoln City.

Lifetime Membership: President Grant asked if there was anyone retiring and eligible for Lifetime membership. Ann Walker-Bierman stated she plans to work for one more year which will put her at 31 years of service at her department!!!!

Strategic Plan: President Grant reported that she is working on Obj. 3-B Board member welcome packet: plan to include cover letter, board meeting schedule, job duties, bylaws, strategic plan, policies, contact info of board members, list of current members, event/training schedule, outline of conference or workshop process, and past minutes and agendas. Plan to send it out for Board to review and give their input. She encouraged the Board members to pick one Priority 'A' objective they are responsible for and focus on it and try to make some progress on it. She stated that she is not as concerned as she was initially about completing the plan on schedule but rather we do a good job, even if it may take us longer than estimated.

Other Business Items:

Board Positions open in October are Regions 1, 2, 3, President, and Secretary. The Region 5 representative position may also be open as Bonita at La Pine did not have the support of her new Chief, their training budget this year is overspent, and next year's training budget was cut 50%.

President Grant encouraged Board members to be thinking about their successors as this was some good advice she was given when she became president. We need

to be talking to other members to learn about their skills and to get a feel for those that might be interested in taking on a leadership role in OFSOA to continue our standard of excellence.

In light of our strategic plan and as a way to ease the financial burden of our districts, the board discussed having more region workshops, possibly several per year, instead of one workshop per year. This could benefit districts by having employees away from the office fewer days at a time and could also save money on lodging and travel expense. Discussion followed on videotaping classes again and making DVDs available for a fee to those who could not attend - fee for DVD could help cover speaker fees or raise money for the scholarship fund. Regional workshops could be a good way to invite people from other emergency service/fire agencies (i.e. police, dept of forestry). The Education Committee will investigate this further and work with Region Reps to see how receptive the members are of this idea, who has facilities suitable for hosting workshops, and what topics members may need or are interested in. A suggested workshop could be for ambulance billing like we had years ago. Jane Herman mentioned that we had a new member, Debbie Adair, who does ambulance billing for several agencies and is an expert on Medicare reimbursements.

President Grant suggested several of us share how we got involved with OFSOA, why we took on a board position, and how we have benefited from it. She felt that other members might relate to our experiences and consider joining a committee or serving on the board. She asked if there were any Board members that would volunteer to share their story here at the workshop. Amy, Brenda, and Susan B. volunteered. It was decided they would make a presentation Friday morning during the welcome. President Grant will have index cards to hand out so people could write down any questions they might have about serving on committees or being on the Board which we will follow up on.

There was discussion on possibly changing the date for the July Board meeting at Wilson-Heingood's office in Eugene. President Grant will send out an online poll to see which date will work best for the majority.

Adjournment: With no further business to discuss, President Grant adjourned the meeting at 4:48 pm.