

OREGON FIRE SERVICE OFFICE ADMINISTRATORS  
Board Meeting Minutes – First Quarter  
Department of Public Safety Standards and Training  
January 20, 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 Fourth Quarter Board Meeting to order at 1:00 p.m.

Secretary Janet Huston, Region 3 Rep Brenda Burks, and Merchandise Chair Amy Anderson-Rice attended the meeting by telephone.

**Introduction of Guests/Guest Reports:** Carrie Szabo and Lynsey Hillesland of Clackamas County Fire Department No. 1 were in attendance and provided an update on the progress they have made on the 2010 Spring Workshop, highlighting various topics that will be presented, soliciting input from the board members, as well as details pertaining to accommodations at the Oxford Suites. They reported that they are planning an ‘ice breaker’ or a ‘meet and greet’ at the beginning of the workshop in an effort to put new attendees at ease and to promote camaraderie. In addition, they discussed the Registration Fee to charge, with the President indicating she will research fees charged in the past and report back to Lynsey and Carrie. It was determined that the Board Meeting will be held at 3:00 p.m. at the Oxford Suites, with dinner to follow at 6:00 p.m. at the same location.

## **APPROVAL OF MINUTES**

A motion was made by Jane Herman to approve the minutes of the Board Meeting held on October 13, 2009 as corrected. Deb Keehn seconded the motion and the motion was approved unanimously.

A motion was made by Deb Keehn to approve the minutes of the Annual Business Meeting held on October 14 and 15, 2009 as corrected. Susan Shepard seconded the motion and the motion was approved unanimously.

A motion was made by Brenda Burks to approve the minutes of the Post Conference Board meeting held on October 16, 2009 as presented. Karen Bracken seconded the motion and the motion was approved unanimously.

**CORRESPONDENCE:** There was no correspondence.

## **TREASURER'S REPORT**

The Treasurer's Report was distributed and reviewed. There followed a motion by Deb Keehn to approve the Treasurer's Report, as presented. Pam Webber seconded the motion and the motion was approved unanimously.

## **REPORTS OF THE REGIONAL REPRESENTATIVES**

**Region 1:** Jane Herman reported that she has spoken to a couple of her members and will also communicate information about the upcoming workshop to her members. Jane was very pleased to welcome Suzanne Gray of Boardman Fire District to OFSOA, and feels that she will prove to be an asset.

**Region 2:** Deb Keehn reported that she is currently in a transitional phase between Albany and Jefferson Fire. She has approximately 40 members in her region, further indicating that she has two members that have communicated that they will be unable to participate. She also indicated that she will communicate via email or postcard to her members about the upcoming workshop.

**Region 3:** Brenda Burks reported that she will communicate information regarding the upcoming workshop to the members in her region. There followed a discussion pertaining to a meeting of all the Region Reps before the Workshops. They will meet at 2:00 prior to the board meeting to make certain that they are all on the same page as it relates to the workshop. Deb Keehn will notify the other region reps.

**Region 4:** Jill Dorrell was not in attendance, however, she indicated that she has communicated to the members in her region, but she gets little or no response.

**Region 5:** Bonita Johnson was not in attendance and did not provide a written report.

**Liaison:** Karen Bracken indicated that she had nothing additional to add at this time.

## **COMMITTEE REPORTS**

**Membership:** Barb Kunkel was not in attendance; however, her written report stated that as of January 14, 2010 we have received 124 renewals, including seven associate members. With 11 lifetime members, we have a total 135 members. New members include: Loris Fenner, Jackson County, Tammy Robbins from Jefferson Rural, Robyn Gerell from Wolf Creek, and Shirley Pilley from North Douglas.

**Hospitality:** Jann Mann was not in attendance. Pat Cane indicated that Jann really enjoyed providing the Hospitality Suite, learned a lot in the process, and looks forward to setting up future Hospitality Suites.

**Good Will Rep:** Brenda Burks sent flowers and three cards. Brenda indicated that she purchased a card making kit and will submit a check requisition to Susan for reimbursement.

**Merchandising:** Amy Anderson-Rice reported that she will be meeting with Bonita later in the month to see what new merchandise is available to order. There followed a discussion about the possibility of purchasing pins. Amy took the opportunity to encourage OFSOA to have a representative/liaison as it relates to Fire Bridges.

**Education:** Pam Webber reported that she has had little to do to assist Carrie and Lynsey as they have done such an incredible job. She has a list of topics that she is researching as possibilities for future conferences. There followed discussion pertaining to the differences between districts and municipalities, and that we certainly need to be mindful of those differences when choosing topics. Pam is currently the only member on the Education Committee and continues to solicit committee members.

**Accreditation:** Susan Boyle reported that she has two accreditation applications at this time. She would expect to hear from Janet and Amy soon. There followed discussion regarding adding another accreditation level. Rhonda suggested that Susan write an article about the accreditation process for the newsletter and website.

**Protocol:** Pat Cane indicated that she has researched the ability to have members attend board meetings via telephone. Our bylaws and policy manual do not preclude us from this practice, although no procedures are in place. As we expect telephone attendance to be more popular in the future, we intend to just indicate that the practice is not forbidden.

**Communication:** Rhonda provided the newsletter timeline and indicated that February 11<sup>th</sup> is the deadline to submit articles and expects it to be mailed to the membership by March 3<sup>rd</sup>. We discussed the content, the need for more articles, the timeline for members being notified about the workshop, and the need for the Region Reps to email their members as soon as they can with workshop information. Rhonda indicated that the Communication Chair position is still vacant and she is coordinating the newsletter until we secure a Communication Chair.

**Website:** Laura Houston was not in attendance; however, she reported that we need news items for the website. Communication to membership should be on the website and sent by the OFSOA e-newsletter to be effective and keep things up to date. Deb Keehn is a new user, allowing her the ability to update her bio. Laura thanked those members who have been helping with the task of

updating the information on the website. Laura urged the officers to consider ways to refresh the appearance of the website, as well as ways to enhance our communication and membership recognition.

#### **LIAISON REPORTS:**

**Oregon Life Safety Team:** Laura Houston provided a report which stated that the next meeting is scheduled for February 18<sup>th</sup>. There is a link on our website to access OLST minutes and information. Lastly, OLST could use a representative from Marion or Polk County and urged us to get the word out.

**OFDDA:** Karen Bracken indicated that she is unable to attend OFDDA conferences anymore; however, she will send a report for the April meeting.

**OFCA:** President Rhonda Grant indicated that she is planning to represent OFSOA at the OFCA Conference in April.

**Volunteer Compensation:** Elaine Parrott was not in attendance, nor did she provide a report.

#### **BUSINESS ITEMS**

1. **Conference 2009:** Janet Huston extended a special thank you to Karen Bracken and Pam Webber for their assistance and efforts to provide a successful conference for our members. She indicated that she previously forwarded a recap of all the comments from the attendees of the conference. She said that overall the comments were very favorable. Janet stated that the last report she viewed indicated that there was still \$1927 outstanding registration fees. Rhonda stated that she will follow up on the outstanding fees, making certain that those individuals are invoiced. Given we receive all the registration fees; profit to OFSOA will be \$1336.
2. **Workshop 2010:** Lynsey Hillesland and Carrie Szabo provided their report earlier in the agenda.
3. **Conference 2010:** Bonita Johnson is the Conference Chair and she indicated to Rhonda that she has secured the Riverhouse in Bend for the conference.
4. **Workshop 2011:** The workshop will be in Roseburg and Amy Anderson-Rice is the Chair. The new Public Safety Center is all set for the workshop.
5. **Conference 2011:** Karen Bracken indicated that the conference will be somewhere on the coast. The actual location has not yet been determined. Karen, Amy, and Susan will begin researching possible locations which may require a "road trip".
6. **Lifetime Membership Requests/Applications:** There are no applications at this time.
7. **Strategic Plan progress Report:** There was a general review of documents and tasks, as well as any progress that has been made on specific items in the Strategic Plan. President Rhonda Grant, in reference to Objective 3.C.1., indicated that she has researched the various teleconference services and prices available. Once a particular service is chosen,

Rhonda will make certain that the Vice President has the access information in the event she has to step in to conduct a meeting.

President Grant directed everyone's attention to a small puzzle and indicated that a puzzle is put together one piece at a time, and suggested that we look at the puzzle as a reminder to work on the Strategic Plan.

**OTHER BUSINESS/GOOD OF THE ORDER:**

1. President Rhonda Grant reminded everyone that January 27<sup>th</sup> was Fire Service Day at the Office of the Fire Marshal. She will represent OFSOA at the event.
2. A menu for the dinner following the board meeting at the Workshop was passed around. Everyone present made their selections and those attending via telephone would make their selections via email.
3. Robert's Rules of Order, a simplified version, will be made available for purchase in our Store at the Workshop.
4. President Rhonda Grant indicated that the Notary Association is accepting donations for the Haiti Relief Effort. This project could perhaps be a part of our Workshop in lieu of auctioning off baskets and a way to give back on a global level.
5. Susan Shepard requested that she be notified when we learn that a member is not going to renew, which would alleviate the need to send out a renewal notice.

The meeting was adjourned at 2:40 p.m. by President Rhonda Grant.

Respectfully submitted by:

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Janet L. Huston  
Siuslaw Valley Fire and Rescue