

**OREGON BOARD OF DIRECTOR'S MEETING MINUTES
FIRE SERVICE OFFICE ADMINISTRATORS**

**July 16, 2008
Eugene, Oregon**

ATTENDANCE

- President Karen Bracken, Keizer Fire District
- Vice President Rhonda Grant, Stayton Fire District
- Secretary Paula Wydra, Crook County Fire & Rescue
- Treasurer Rebecca Shivers Singleterry, Turner Fire Department
- Immediate Past President Elaine Parrott, Jefferson RFPD
- Region 1 Rep Jane Herman, Mid-Columbia Fire & Rescue
- Region 2 Rep Vickey Dosier, Salem Fire Department
- Region 3 Rep Janet Huston, Siuslaw Valley Fire and Rescue
- Region 4 Rep Jill Dorrell, Newberg Fire Department
- Region 5 Rep Bonita Johnson, La Pine RFPD
- Education Chair Lauri Wilkerson, Jackson County Fire District # 3
Accreditation Chair Susan Mootry, Tualatin Valley Fire & Rescue
- Membership Chair Barb Kunkel, Portland Fire Bureau
 - ✓ Hospitality Chair Laura Houston, Stayton Fire District
- Communications Chair Lori Fawcett, Tualatin Valley Fire & Rescue
 - ✓ Website Chair Laura Houston, Stayton Fire District
- Protocol Chair Pat Cane, McKenzie Fire & Rescue

President Karen Bracken called the meeting to order at 1:35 p.m. Special guests in attendance were Brenda Burks and Amy Anderson-Rice.

APPROVAL OF MINUTES – Rhonda Grant moved to approve the minutes of April 16, 2008, second quarter meeting. Vickey Dosier seconded the motion, which passed unanimously.

CORRESPONDENCE – There was no correspondence.

TREASURER'S REPORT- Vice President Rhonda Grant presented the treasurer report from Treasurer Rebecca Shiver-Singleterry. The report as distributed and reviewed the Treasurer's Reports, including:

- (1) Checking account balance of \$4,248.72
 - (2) Money Market Account balance of \$7,968.62
 - (3) Scholarship balance of \$4,705.10
- Balance all accounts \$16,922.44

Jill Dorrell moved to approve the Treasurer's Report as presented. Bonita Johnson seconded motion which passed unanimously.

Vickey Dosier presented a financial report for the spring workshop. There were 42 attendees, noting an income of \$3,081.15, expenditures were \$1,633.62 with a profit of \$1,447.62

REGIONAL REPRESENTATIVE REPORTS

Region 1 Jane Herman was not in attendance. President Karen Bracken read an email from Jane stating that she sent the 2009 conference contract with Hallmark Inn, Newport. Jane

is talking with Rita Larsen from Hermiston about reactivating her membership and Jennifer from LaGrande about becoming a member of OFSOA. Rita was a charter member and first installed Vice President.

- Region 2** Vickey Dosier reported that she had 19 members attend the workshop. There are 31 current members in her region and one new member.
- Region 3** Janet Huston reported that she has one new member from Glide.
- Region 4** Jill Dorrell reported that she sends out monthly emails to the members in her region. She will be sending out a post card before conference.
- Region 5** Bonita Johnson reported that she plans on sending out post cards before conference.
- Liaison** Elaine Parrott reported that the following positions will be open for nominations at the conference: President, Secretary, Region 1 representative, Region 2 representative and Region 3 representative. Elaine stated that she visited the new fire stations at Crooked River Ranch and Sisters.

COMMITTEE REPORTS

Membership Barb Kunkel was not in attendance. President Karen Bracken read the report as follows. As of July 14, 2008 there are 18 renewals, including four new members. Elaine Parrott reminded the region representatives to encourage members to renew.

Hospitality Laura Houston stated that she has been in contact with Bonita Johnson to assist with hospitality as needed at the 2008 Conference. Laura has created instructions for Goodwill Representative and handed those duties to Brenda Burks. Laura has made contact with Barb Kunkel to schedule a membership meeting to open up areas for more people to assist.

Laura stated that she is working on the membership packets.

Merchandise Amy Rice-Anderson stated that she purchased new tubs to put the merchandise in. Amy stated that she sent out an email to the membership asking what they would like to see in the store. She will have new items at the conference.

Education Lauri Wilkerson apologized for not being available to help with workshop or the conference. President Karen Bracken asked Lauri if she could contact Tonia Kleinschmit from Chemeketa Community College for the 2009 Workshop.

Conference 2008 Conference Bonita Johnson handed out a draft copy of the schedule. The conference committee members are Bonita Johnson, Tracy Read, Terri Hall, Stacy Brainard, Peggy Kirkpatrick, Judy Norris, and Paula Wydra. The committee has met several times. Everything is ready to go.

Accreditation Susan Mootry was not in attendance. President Karen Bracken read an email stating that Rhonda Grant had reviewed Diane Tucci's accreditation documents and feels that they are good to go. Stacy Brainard had submitted her documents and they are working on them and making some changes.

Protocol Pat Cane passed out the scholarship guidelines. She suggested that the Board review them and get back to her with some suggestions.

Communication Lori Fawcett passed out a Publication Timeline. Lori will put out a call for

articles for the newsletter. The final publication needs to be to the President by August 15. Bonita Johnson will send the registration for conference to Laura Houston for posting on the website and including in the newsletter.

Website Laura Houston stated she has updated the website with conference event information as applicable. Pat Cane would like to know if we would like a board group email. Laura has contacted Susan Mootry to let her know she needs the website training so that she can update the accreditation pages as needed. The following members are able to make web updates in their respective areas, Amy, Elaine, Lori, Pat, Phil and Rhonda. She still needs to train Paula and Susan.

LIASON REPORTS

Oregon Life Safety Team – Laura Houston stated that she missed the April and May meetings. Susan Shepard attended the June meeting. The next meeting is July 17, 2008.

OAIRS Amy Anderson-Rice reported that there has not been a meeting. Amy stated that there have been problems with the software program at the State Fire Marshals Office. The data on the year end reports is incorrect. Amy has talked to them about this problem and it has not been resolved. President Karen Bracken delegated Amy to contact Nancy Orr to make her aware of the problem and the impact on grant status due to inaccurate response totals.

Janet Houston stated that Nancy Orr was at her fire department and asked Janet if OFSOA would be interested in getting involved in the conflagration act fires to help with the finance. President Karen Bracken delegated Elaine Parrott to contact Nancy.

REPORT FROM GUEST VISITORS There was no report.

BUSINESS ITEMS

- 1) **Workshop 2008** - Vickey Dosier handed out a report on the evaluations from the workshop. Vickey stated that she sent out thank you cards and the certificates were mailed.
- 2) **Workshop 2009** – Tania Kleinschmit will host at Chemeketa Community College.
- 3) **Conference 2009** – The Conference will be at the Hallmark Resort in Newport. Karen stated that we need a committee and a conference chair.
- 4) **Conference 2010** – Amy Anderson-Rice will host in Roseburg. Rhonda Grant stated that Clackamas Fire would like to host the 2010 workshop.
- 5) **OFCA/OFDDA Board Meeting Attendance** – Elaine Parrott attended the OFDDA meeting in April. OFDDA would like OFSOA to assist with registration at the annual conference. Elaine will be attending the retreat in September for OFDDA. Elaine stated that OFSOA needs to attend the OFCA meetings.
- 6) **Scholarship Guidelines** – Pat Cane stated that she has contacted several other groups. She has not found much information in rules for guidelines. Elaine Parrott stated that the Treasurer needs to be notified to transfer money from the general fund to the scholarship fund. Pat Cane stated that the application needs to be on the web site so that the membership can access it. Vickey Dosier asked how the Board was going to going to handle cancellations. Karen Bracken suggested putting the cancellation policy on the application. Bonita Johnson suggested the applicant make a reservation for the hotel and OFSOA will pay after the applicant arrives for that event. No decision was made, but this matter will be addressed at a later date.
- 7) **Volunteer Compensation** – Elaine Parrott stated that she attended the IRS Training held in Portland. The issues that were talked about are taxable compensation for volunteer firefighters.

OFCA is working on the issue, trying to get some answers. Sandy Fire District was audited by the IRS. OFSOA will have a speaker from the IRS at the conference in Bend in October. President Karen Bracken suggested having a list of questions for the speaker that apply to fire districts. Elaine will be keeping everyone posted on this matter.

- 8) **Strategic Plan** – The Board reviewed the responsibilities and time lines of the strategic plan. The updated strategic plan will be presented to the membership at the October Conference. President Karen Bracken will email the updated version to the Board.

Elaine Parrott moved to adopt the OFSOA Strategic Plan as revised. Janet Huston seconded the motion which passed unanimously.

GOOD OF THE ORDER

Jill Dorrell stated that Debbie Bates has been ill.

UPCOMING MEETING SCHEDULE

October 14, 2008 Ameritel in Bend

ADJOURNMENT

As there was no further business to come before the board at this time, President Karen Bracken adjourned the meeting at 3.32p.m.

Respectfully Submitted,

Paula Wydra
Secretary