

**OREGON FIRE SERVICE OFFICE ADMINISTRATORS  
ANNUAL BUSINESS MEETING MINUTES  
AMERITEL – BEND, OREGON  
OCTOBER 15 & 16, 2008**

**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 Annual Business Meeting to order at 11:25 a.m. on October 15, 2008, welcomed everyone in attendance and introduced the Board Members.

**INTRODUCTION OF LIFE MEMBERS OR SPECIAL GUESTS**

President Karen Bracken introduced life time member Gloria Gass.

**TREASURER'S REPORT**

Vice President Rhonda Grant presented the treasurer report from Treasurer Rebecca Shiver-Singleterry. The written report as distributed and reviewed included:

- (1) Checking account balance of \$5,984.03
  - (2) Money Market Account balance of \$7,968.72
  - (3) Scholarship balance of \$4,705.10
- Balance all accounts \$18,657.85

**REGIONAL REPRESENTATIVE REPORTS**

- Region 1** Jane Herman introduced herself and the members from her region attending the conference.
- Region 2** Vickey Dosier introduced herself. She stated that she had 16 members attending the conference and a total of 34 members in her region.
- Region 3** Janet Huston introduced herself. Janet reported that she had 16 members registered at conference.
- Region 4** Jill Dorrell introduced herself and reported that her region covers seven counties. She has a total of 55 members in her region and 16 members are attending the conference.

**Region 5** Bonita Johnson introduced herself and reported that she has a total of 13 members in her region and 9 members are attending the conference.

### **BUSINESS ITEMS**

**Available Board Positions** - Elaine Parrott introduced herself and indicated the following five positions are open for nomination, President, Secretary, Region 1 representative, Region 2 representative and Region 3 representative. Elaine read each job description and explained the nominations procedure. Serving on the committee with Elaine were Micki Valentine and Diane Nave.

**Nominations received, thus far, are:**

President – Rhonda Grant  
Secretary – Janet Huston  
Region 1 – Jane Herman  
Region 2 – Vickey Dosier, Anna Kramer, and Deb Keehn  
Region 3 – Brenda Burks  
1<sup>ST</sup> call for Nominations-No additional nominations at this time.

Elaine Parrott indicated to the membership that there are two board resignations, Treasurer and Region 5 Representative. The positions will be appointed by the Board at the post conference meeting.

**Audit Committee Selection** - Protocol Chair Pat Cane indicated that each year an informal review of the financial records from the prior year is conducted. The following members volunteered to be on the audit committee: Jan Mann, Sara Roth, Pam Webber, Gail Martin, Diane Tucci and Pat Cane. Audit committee will conduct review following the afternoon sessions.

### **RECESS CALLED**

As there was no further business to come before the membership at this time, President Karen Bracken recessed the meeting at 11:40 a.m. on Wednesday, October 15, 2008.

### **BUSINESS MEETING RECONVENED**

President Karen Bracken called the second session of the annual business meeting to order at 11:27 a.m. on Thursday, October 16, 2008.

### **COMMITTEE REPORTS**

**Membership:** Barb Kunkel was not in attendance; however, Brenda Burks gave the report as follows: 68 renewals, including 8 new members and two associate members. The total of paid members is 119.

**Hospitality:** Laura Houston stated that the hospitality room has been a success. She has sent out welcome packets. The hospitality committee hosts a room at the conferences.

**Education:** Lauri Wilkerson stated that the workshop and conferences have been very well done with some great classes. She encourages everyone to never stop learning and would like to encourage all membership to earn their OFSOA accreditation.

**Accreditation:** Susan Mootry reported that four members would be receiving their accreditation plaques. Susan stated that she would be happy to help any one that is interested in working on their accreditation.

**Protocol:** Pat Cane stated that there are some changes in the policy manual. If anyone is interested in those changes, please contact Pat. She stated that she is in the process of revising the Communication, Membership, Hospitality & Goodwill Representative sections. Pat stated that the conference committee was an excellent example of how a committee should work. They met several times over two years and worked together to successfully put the conference together.

**Website:** Laura Houston stated that the web site is a useful tool. The web site can be updated as long as internet is available. The web site committee is Phil Hull, Pat Cane, and Laura Houston.

**Resource Guide:** Laura Houston stated that the resource manual would be updated and made more user-friendly.

## **LIASION REPORTS**

**OAIRS:** Amy Anderson-Rice stated that she did not have much to report on the process of fire reporting web-based software. She is still a representative for the state with OFSOA. The Committee has met with two vendors for a contract, but they have not signed a contract yet. Amy said that if anyone has any questions, please contact her.

**Oregon Life Safety Team:** Laura Houston stated that this is a team managed by the Oregon State Fire Marshals Office. They meet on a monthly basis. The next meeting will be in November. She stated that they have several programs for senior citizens. They are always looking for new members if anyone is interested.

## **BUSINESS ITEMS**

**Audit Committee Report:** Pat Cane stated the Audit Committee met and the audit is successfully completed. This has been a hard year, because of work restrictions and changes, the elected treasurer was never able to do the work, as she would have liked. Rhonda Grant, prior treasurer, stepped in to help and continued as the treasurer. Pat stated that all the reports were accepted by the audit committee.

**2009 Workshop:** Tania Kleinschmit from Chemeketa will be hosting the workshop.

**2009 Conference:** President Karen Bracken stated that the 2009 Conference would be held in Newport. She is looking for a Conference Chairperson. Please contact her if you are interested.

**2<sup>nd</sup> Call for Nominations:** No additional nominations at this time.

**Nomination Speeches:** All the Candidates introduced themselves and indicated why they were interested in serving on the board as follows:

President – Rhonda Grant, Stayton Fire District, incumbent and running unopposed.

Secretary – Janet Huston, Siuslaw Valley Fire and Rescue, previous secretary and running unopposed.

Region 1 Representative – Jane Herman, Mid-Columbia Fire & Rescue, incumbent and running unopposed.

Region 2 Representative – Deb Keehn, Albany Fire Department and Anna Kramer, Marion County Fire District # 1.

Region 3 Representative – Brenda Burks, Winston-Dillard Fire District, running unopposed.

Elaine Parrott called for any other nominations, no additional nominations were made. Pat Cane, Protocol Chair, declared that the nominations have been closed.

Elaine Parrott made a motion to cast a unanimous ballot for Rhonda Grant, Janet Huston, Jane Herman and Brenda Burks. The motion was seconded by Jill Dorrell and passed unanimously. Voting by paper ballot will be held for the Region 2 position.

Elaine Parrott announced that the following positions are open and the Board will appoint these positions at the post conference board meeting: Vice President, Region 5 Representative, and Treasurer.

## **ADJOURNMENT**

As there was no further business to come before the membership at this time, President Karen Bracken adjourned the annual meeting at 12:04 p.m. on Thursday, October 15, 2008.

Respectfully Submitted,

Paula Wydra, Secretary