

OREGON BOARD OF DIRECTOR'S MEETING MINUTES
FIRE SERVICE OFFICE ADMINISTRATORS
October 14, 2008
Bend, 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
 - ✓ 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 7:00 p.m. Special guests in attendance were Lorri Headrick and Deb Keehn.

APPROVAL OF MINUTES –Janet Huston moved to approve the minutes of July 16, 2008. Susan Mootry 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 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

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

REGION REPRESENTATIVE REPORTS

Region 1 Jane Herman reported that she has been talking to Charter member Rita Larsen from Hermiston and Jennifer from LaGrande. They both stated that they are very busy, but they would like to attend an OFSOA function.

Region 2 Vickey Dosier reported that she sent post cards out after the work shop and that she

has 34 members in her region and 16 are attending the conference.

Region 3 Janet Huston reported that she has 16 members registered at the conference and 2 of those members are new.

Region 4 Jill Dorrell reported that she sends out monthly emails to the members in her region. There are 14 members at conference from her region.

Region 5 Bonita Johnson reported that there are 9 members at conference and she has talked to Crescent Fire about re-joining.

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 would call for nominations on Wednesday during conference.

A recess was called by President Karen Bracken adjourned the meeting at 7:10 p.m. and the meeting reconvened at 7:22 p.m. to allow for dinner.

COMMITTEE REPORTS

Membership: Barb Kunkel was not in attendance. Brenda Burks read the report as follows: 68 renewals, including eight new members and two associate members. The total paid members are 119.

Hospitality: Laura Houston stated that she has sent out four welcome packets. Hospitality will be in room 126. Laura stated that it would be open every morning before sessions and in the evening after each activity.

Merchandise: Amy Rice-Anderson stated that she has all new merchandise for sale at conference. The total spent was \$534 for totes and clothing. She ordered the clothing through Collegiate and they sent a free hat, which will be put in the silent auction. Amy questioned what to do with the ½ priced items; the Board suggested leaving them at the same price.

A recess was called by President Karen Bracken at 7:32 pm. To allow board members to settle meal bills. The meeting was reconvened at 7:52pm.

Education: Lauri Wilkerson had no report.

Conference 2008 Conference: Bonita Johnson stated that she was anticipating a good conference.

Accreditation: Susan Mootry stated that there are four accreditation plaques to be given at the conference. Those receiving the plaques are Stacy Brainard, Laura Houston, Diane Tucci and Pam Webber.

Protocol: Pat Cane stated that she had good input on the scholarship guidelines.

Communication: Lori Fawcett was not in attendance however, Elaine Parrott read an email stating that Lori could not attend due to budget reasons with her new district. Kris Rocha was attending the conference from Canby Fire Department.

Website: Laura Houston stated she would be getting with Susan Mootry to get accreditation updated. She is able to be more consistent with getting information on the website. She would like to get the resource manual updated so that people can update their own database.

LIAISON REPORTS

Oregon Life Safety Team: Laura Houston stated that the state team has been very busy. They have

been working on the toy light lighter legislation, and the smoke alarm training. There are also developing several programs for Senior Citizens. The next meeting will be in November.

OAIRS: Amy Anderson-Rice stated that the committee has not met recently.

OFCA Board Meeting: Rhonda Grant stated that she submitted a written report for OFSOA at the last OFCA meeting. Rhonda stated that she is state advocate for Fire Corps, a branch of Citizen Corps, which encourages citizen participation in fire and emergency services. She will have a display at the conference with information regarding Fire Corps.

OFDDA Board Meeting: Elaine Parrott stated that she attended their Board meeting in September and that they really appreciated our partnership; they will be at the OFSOA Conference.

Volunteer Compensation: Elaine Parrott stated that a group of representatives from various fire agencies and organizations has met to research all the information. OFCA is recommending that each agency does their own thing and don't change anything. A letter will be going out to all agencies and organizations stating this information.

REPORT FROM GUEST VISITORS: There was no report.

BUSINESS ITEMS

- 1) **Workshop 2009** – Tania Kleinschmit from Chemeketa Community College will be hosting. Karen Bracken stated that she would be getting with Tania to help with the workshop.
- 2) **Conference 2009** – Karen Bracken stated that the Conference will be at the Hallmark Resort in Newport. Karen stated that she would be forming a committee for the conference.
- 3) **Treasurer Policy 3.5.3. Scholarship guidelines** – Pat Cane stated that the scholarship committee is a sub-committee of the education committee.
- 4) **Scholarship (sub-committee) Policy 4.5.5.7** – Pat Cane stated that on the handout the yellow highlighted area was added to the financial consideration policy. The recipient will be responsible for their own meal expenses. OFSOA will make arrangement for payment of lodging at the time of the recipient's check out.
- 5) **Policy Manual Changes** - President Karen Bracken suggested that everyone review the policies and if you have any changes, let Pat know and suggestions will be available to look at, at the next board meeting.
- 6) **Resignation of Treasurer** – President Karen Bracken stated that Rebecca Shiver-Singleterry has resigned as OFSOA Treasurer because of additional district workload and responsibilities.
- 7) **Resignation of Region 5 Representative** – Karen Bracken read a letter of resignation from Bonita Johnson. Elaine Parrott stated that the Treasurer's position and the Region 5 Representative position will be opened up to the membership at the conference.
- 8) **Lifetime Membership** - Elaine Parrott nominated Teri Van Wagner as a lifetime member of OFSOA. Jill Dorrell seconded the nomination. The nomination passed unanimously.
- 9) **IRS Employer Identification Number** – Rhonda Grant stated that the OFSOA IRS Federal ID Number was inactive. Rhonda called the IRS and she was able to reactivate the number; she also registered OFSOA with the State of Oregon.

GOOD OF THE ORDER

Elaine Parrott stated that the Scholarship Fund was utilized by two members to attend the conference.

OTHER BUSINESS

President Karen Bracken read an email from Jill Dorrell to Laura Houston. She is willing to help Laura with the website or any other project as needed.

UPCOMING MEETING SCHEDULE

October 15th & 16th Annual Business Meeting - Ameritel, Bend

October 17th Post Conference Meeting – Ameritel, Bend

ADJOURNMENT

As there was no further business to come before the board at this time, President Karen Bracken adjourned the meeting at 8:46 p.m.

Respectfully Submitted,

Paula Wydra
Secretary