

OREGON FIRE SERVICE OFFICE ADMINISTRATORS
Board Meeting Minutes – Third Quarter
Wilson Heirgood Office, Eugene, Oregon
July 15, 2009

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 Vickey Dosier, Salem Fire Department
- Immediate Past President Karen Bracken, Keizer Fire District
- Region 1 Rep Jane Herman, Mid-Columbia Fire & Rescue
- Region 2 Rep Deb Keehn, Albany Fire Department
- Region 3 Rep Brenda Burks, Winston-Dillard Fire District
- Region 4 Rep Jill Dorrell, Newberg Fire Department
- Region 5 Rep Paula Wydra, Crook County Fire & Rescue

Committee Chairs:

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

Subcommittees:

- Accreditation Chair Susan Boyle, Tualatin Valley Fire & Rescue
- Conference 2009 Chair Janet Huston, Siuslaw Valley Fire and Rescue
- Hospitality Chair Laura Houston, Stayton Fire District
- Website Chair Laura Houston, Stayton Fire District
- Merchandise Chair Amy Anderson-Rice, Roseburg Fire Department

President Grant called the Third Quarter Board Meeting to order at 1:08 p.m.

Introduction of Guests: Jan Mann of Santa Clara Fire District was in attendance.

Guest Reports: There were no guest reports.

APPROVAL OF MINUTES

A motion was made by Susan Boyle to approve the minutes of the Board Meeting held on April 22, 2009 as presented. Jill Dorrell seconded the motion and the motion was approved unanimously.

CORRESPONDENCE: A thank you card was received from Elaine Parrott thanking OFSOA for her retirement gift.

TREASURER'S REPORT

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

REPORTS OF THE REGIONAL REPRESENTATIVES

Region 1: Jane Herman was not in attendance.

Region 2: Deb Keehn reported that, since our last meeting, she is working on creating an OFSOA Region 2 binder. In addition, Deb is communicating with Elaine Parrott's replacement at Jefferson Fire District and with the new office administrator at Monroe Fire.

Region 3: Brenda Burks reported that she has 22 members in her region. Her newest member is Kim Summers of Ashland Fire Department who will be attending the conference in October.

Region 4: Jill Dorrell reported she continues to send out bi-monthly emails, but admits that she has had very little response to her efforts.

Region 5: Paula Wydra was not in attendance.

Liaison: Karen Bracken was not in attendance.

COMMITTEE REPORTS

Membership: Although Barb Kunkel was not in attendance, she provided a membership report, indicating that as of June 30, 2009, we ended the fiscal year with 126 renewals, including seven Associate Members and 17 new members. With twelve lifetime members, we have a total of 138 members.

Hospitality: Laura Houston was not in attendance, however, she did indicate via a written communication that she needs to step down from the Hospitality Chair position, due to the fact that this year she is required to attend another work-related conference held at the same time as our conference. Jann Mann of Santa Clara Fire District expressed an interest in the position. After a brief discussion, a motion was made by Susan Boyle to appoint Jan Mann to the position of Hospitality Chair. Jill Dorrell seconded the motion and the motion passed unanimously.

Merchandising: Although Amy Anderson-Rice was not in attendance, she indicated via a written communication that she has not purchased anything new at this time. She also indicated that once she confirms the amount she is authorized to spend this year, she will purchase new items for the fall conference.

Education: Pam Webber reported that since the last meeting she contacted all the Education Committee members in an effort to become acquainted. Pam and her committee coordinated, contacted, and confirmed speakers for the fall conference, and Pam developed the session schedule. She determined speaker fees and confirmed expected travel expense reimbursement. In addition, Pam coordinated with the conference lead to incorporate the results of her committee's efforts into the conference schedule.

Accreditation: Susan Boyle reported that she is currently working on one submitted accreditation package for a possible award at the conference.

Conference 2009: Janet Huston reported the Education Committee has provided the schedule for the speakers and she is currently working on the brochure. She is fine tuning arrangements with the Hallmark Resort and its catering staff.

Protocol: Pat Cane distributed the Policy Manual revision as approved April 2009 and will email the document to all board members. No bylaws changes have been submitted for action at the conference.

Communication: President Rhonda Grant provided a provisional Conference 2009 Newsletter Publication Timeline and a list of articles for The Sixth Bugle August 2009. The information was discussed and it was suggested that we include our Change of Address and Scholarship information in the issue. Conference 2009 Chair Janet Huston indicated that she would be able to have the Conference brochure to Rhonda by July 30th which could affect the timeline slightly.

Website: Laura Houston was not in attendance. She reported via written communication that she has updated the resource manual on the website, indicating that only current members are able to login to view the Resource Manual.

Liaison Reports:

Oregon Life Safety Team: Laura Houston provided Draft Minutes of the June 18, 2009 meeting of the Oregon Life Safety Team (OLST) setting forth the activities and efforts of the OLST.

ORRS: Amy Anderson-Rice indicated via written communication that it is her understanding that the state is currently beta testing the new incident reporting program with five to six departments throughout the state before the program is distributed.

OFDDA: Karen Bracken was not in attendance.

OFCA: President Rhonda Grant reported that it is her intent to attend an OFCA meeting in either September or October.

Volunteer Compensation: Elaine Parrott was not in attendance, however, will provide an update at the conference.

BUSINESS ITEMS

- 1. Central contact options for OFSOA:** President Rhonda Grant indicated that we did not make a final decision previously about central mailing and telephone point of contact. She provided an email communication from Genoa Ingram of OFDDA outlining what their office could provide for OFSOA. The option to move our central mailing and contact location away from OFCA and to OFDDA was discussed, as was the option of being a sub-section of OFCA. *A motion was made by Jill Dorrell that we not be a sub-section of OFCA. Pat Cane seconded the motion and it was approved by unanimous vote.* Subsequently, *a motion was made by Susan Boyle that we relocate our central contact point to the OFDD office. Pam Webber seconded the motion and it was approved by*

unanimous vote. President Rhonda Grant indicated that she would take the necessary steps to effect the change.

2. **OFSOA records/archiving:** President Rhonda Grant reported that she and Pat Cane spent an entire Saturday in June sorting through ten boxes of old records, files, news clippings, and binders, narrowing it down to five boxes which include minutes, conference and workshop binders, pictures and newspaper articles, OFSOA brochures, newsletters, President's reports, financial reports, strategic plans, accreditation program history, and Resource Guides. The boxes are sorted and labeled and will be stored at Winston-Dillard Fire District in their archives room.
3. **Newsletter Schedule:** President Rhonda Grant provided a provisional Conference 2009 Newsletter Publication Timeline and a list of articles for The Sixth Bugle August, 2009 edition. The information was discussed and it was suggested that we include our change of address and scholarship information in the issue. Conference 2009 Chair Janet Huston indicated that she would be able to have the Conference brochure to Rhonda by July 30th which could affect the timeline slightly.
4. **Workshop 2009:** The Final Budget and the Evaluation of the spring workshop in Chemeketa were presented for review. The workshop had 41 attendees and cleared \$1,587.65, and had very good reviews.
5. **Conference 2009 Progress:** Chair Janet Huston reported previously in the meeting about the progress. Education Chair Pam Webber indicated that they have a one hour slot to fill and expressed her desire to utilize our own members. President Rhonda Grant suggested a roundtable session in which we explore customer service techniques, those that work and those that don't. The idea was well received by the Board and will be included in the Conference schedule.
6. **Workshop 2010:** Chair Lynsey Hillesland of Clackamas FD was not in attendance. She did, however, provide a report indicating session topics and ideas for the workshop.
7. **Conference 2010:** Chair Amy Anderson-Rice of Roseburg Fire Department provided a written communication in which she stated that she will begin planning the conference after the conclusion of this year's conference. Roseburg's new Public Safety Center will be complete in October, 2009. She plans to ask for committee members to help her at the 2009 Conference.
8. **Workshop 2011:** There was a discussion regarding the possibility of having a workshop in Pendleton or other northeastern area.
9. **Conference 2011:** President Rhonda Grant indicated that we have been approached by Mt. Bachelor Village and Hood River Inn as possible locations for a future conference. Janet Huston indicated that she has also been contacted by Ameritel in Bend.

10. Strategic Plan progress: President Rhonda Grant reviewed the strategic plan items that we all need to be thinking about.

3-F: All board members to wear a white blouse and black jacket the first day of conference. There followed a discussion on the various ways we could call attention to ourselves.

4-A: Articles needed for other fire service publications.

4-B: Various ideas were discussed to promote the value of OFSOA in an effort to attract new members, including but not limited to, involvement in a philanthropic project, such as Food Share; the creation of some type of incentive opportunity to earn a free membership to OFSOA.

OTHER BUSINESS/GOOD OF THE ORDER:

The next regularly scheduled board meeting will be on Tuesday, October 13, 2009 at 3:00 p.m. in the Conference Room at the Hallmark Resort in Newport.

The meeting was adjourned at 2:55 p.m. by President Rhonda Grant.

Respectfully submitted by:

Janet L. Huston

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Siuslaw Valley Fire and Rescue