

OREGON FIRE SERVICE OFFICE ADMINISTRATORS

Board Meeting Minutes – Third Quarter
Wilson Heirgood Associates, Eugene, Oregon
July 18, 2012

ATTENDANCE:

Executive Board:

- ✓ President Rhonda Grant, Stayton Fire District
- ✓ Vice President Deb Keehn, Jefferson Fire District
- ✓ Secretary Mary Lou Busch, Mist-Birkenfeld RFPD
- ✓ Treasurer Susan Shepard, Polk County Fire District
- ✓ Region 1 Rep Jane Herman, Mid-Columbia Fire District **via phone**
- ✓ Region 2 Rep Micki Valentine, Lyons Rural Fire District
- ✓ Region 3 Rep Ellen Steele, Goshen RFPD
- Region 4 Rep Kim Sunderlin, Tualatin Valley Fire & Rescue
- Region 5 Rep Paula Landrus, Crook County Fire & Rescue

Committee Chairs:

- ✓ Educational Chair Pam Webber, Medford Fire Department
- ✓ Membership Chair Barb Kunkel, Portland Fire & Rescue
- Communications Chair
- ✓ 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, Bonita Johnson, LaPine Rural FPD
- Good Will Representative Lois Smith, North Lincoln F & R District 1
- ✓ Merchandise Coordinator Amy Anderson-Rice, Roseburg Fire Department

Introduction of Guests

- ✓ Kathie Cicerich, Boring Fire Department, new Merchandise Chair 2013
- ✓ Cheryl Miles, Silverton Fire District, conference committee
- ✓ Elaine Parrott, life member and past president

President Rhonda Grant called the Third Quarter OFSOA Board Meeting to order at 1:00 p.m.

Rhonda distributed the agenda and written liaison reports.

Liaison Reports:

1. Oregon Fire Bridge and of the State Fire Marshall Office, Dave Gulledge: Copy of Dave's report was made available. The State Mobilization Plan and Annual Report can be downloaded from the OSFM website. He stated that departments can register their fire apparatus on line for state conflagrations.
2. OFDDA: no report
3. OFCA: no report
4. Oregon Life Safety, Laura Houston: No report at this time but she sends out regular emails of the minutes when the committee meets

CORRESPONDENCE: No correspondence has been received.

Past President's Position

Karen Bracken has left Keizer Fire District and is in Alaska now and unable to fulfill past president duties and position. Vickey Dosier will be taking her position at Keizer Fire. First past president Gloria Gass was not able to fill the position so second past president Elaine Parrott was willing to serve as Past President.

Approval of Minutes

A motion was made by Pam Webber to approve the minutes of the April 18, 2012 First Quarter Board Minutes with the following correction, (Page 3, first sentence, Scholarship Committee should have read, Susan Shepard, instead of Susan Boyle). Barb Kunkel seconded motion which passed unanimously.

TREASURER'S REPORT:

The Treasurer's Report was distributed and reviewed by Susan Shepard. The checking account balanced as of July 18, 2012 at \$16,160.53. She has received \$1,200 in Conference donations and some dues money that is not shown in the report. Susan said she plans to finish out this FY as usual before changing the reports in FY 2012-2013 to reflect combining the two bank accounts into one account.

Amy Anderson-Rice asked questions about the budgeted amount for merchandizing. Amy in the past had a budget of \$600.00. This year's budget lists \$1,200 for Merchandizing. The merchandising chair needs input as the budget is being prepared. Rhonda said in the future all committees should be contacted for their input. *A motion was made by Ellen Steele to approve the Treasurer's Report, as presented. Deb Keehn seconded the motion which passed unanimously.*

Susan reported that the financial review committee is working out well.

REPORTS OF THE REGIONAL REPRESENTATIVES:

Region 1: Jane Herman reported that she has spoken to Suzanne Grey of Boardman RFPD about becoming Region 1Rep. Suzanne is centrally located in the region.

Deb Keehn asked Jane about having a conference in Hood River again. Jane said our conference dates fall during the area's Harvest festival and the motel is booked solid and very busy.

Region 2: Micki Valentine reported she sent out information on accreditation to members and encouraged them to contact Susan Boyle for assistance and the deadline date for submitting. She sent out retirement card to Karen Bracken and congratulations to Vickey Dosier on her new position at Keizer Fire, and welcome to Elaine Parrott for filling in as past president for OFSOA. Pat and others commented on how much they appreciate her communications.

Region 3: Ellen Steele circulated the horse rescue article her department responded to on July 3rd. Ellen sent out emails to the membership but has not received any communication back on any issues to bring before the board. Amy commented that, Ellen is a great rep and keeps them informed through emails. Rhonda commented that Ellen is following through with the strategic plan by communicating with her members.

Region 4: As Kim Sunderlin was not able to attend meeting, Elaine Parrott gave her report. Kim is making contact with Seaside Fire to renew their membership.

Region 5: Paula Landrus is attending a class and was not able to come.

Liaison: Elaine made contact with all Region Reps.

COMMITTEE REPORTS:

Membership: Barb Kunkel reported we have a few new members but they are not yet on the current list. OFSOA has 157 members. At this time Barb stated that she is stepping down as Membership Chair and brought all of her committee documents and supplies to the meeting. Rhonda stated the process to fill the open membership chair position and an email will be sent out to all members asking those interested in the Membership chair to respond to Rhonda with information as why they would like this position. From those responding the president will choose a member as Membership Committee Chair which will include working with Access database. Barb was thanked for her 20 years as Chair of the Membership Committee and her continued support of OFSOA.

Amy reported on her work with Laura to update and correct the data base and members records. Laura Houston is still overseeing the website but does not have time to keep resource guide current. Laura has 2007 Access software and Amy has 2010 software program which is working better to update the membership rosters and input the corrected data. Rhonda thanked everyone involved for their hard work on this project.

Membership process summary: After the Treasurer receives new application she forwards information to Barb Kunkel (Membership Chair), Barb creates the member number and card and then sends that information on to Laura for data base entry, and the Regional Reps for initial contact.

Barb Kunkel stated only new members receive a membership card, she does not send out cards on renewals.

Hospitality: Bonita Johnson sent her report. She was wondering how everyone enjoyed the healthy snacks and was asking for input if there were any other items the members wanted for the conference. Bonita will work with Jane Herman, who is responsible for the food choices during conference, to see what is needed for the hospitality room. Bonita would appreciate some help during conference, members can please contact her.

Good will Representative: Lois Smith has no hardships to report. She had offered to redo the historical scrap books and has them all caught up and ready for conference. Rhonda says she does a wonderful job.

Merchandising: Amy Anderson-Rice expressed a concern that with repeat speakers we could give duplicate gifts. She suggested the new merchandising chair keep track of speakers and gift so we don't duplicate a gift when we have a speaker return.

Amy announced that fall conference will be her last time as Chair and that Kathie Cicerich will be the new Merchandise Chair. Amy and Kathie have been going over the procedures and Amy has made a binder for the position and duties.

Rhonda thanked Amy for her good work and organizational skills. Rhonda commented that this is another aspect of our strategic plan, to pass along the information of a position to assist the new person in taking over.

Amy passed along an idea from Susan Shepard, called 'New to You'. Amy said several members have good used OFSOA clothing that they would like to sell. Amy suggested that if we decide to set up this used clothing store she recommended having a Merchandise Co-Chair to handle just the used items which would include pricing of items. She made a suggestion that half the amount would go to the member and half to OFSOA. The new section would require an extra table, or tables for the used clothing at the conference or workshop.

Amy will be purchasing lapel pins for OFSOA. Amy described the pin, the letters OFSOA would be on the boarder of the Maltese cross and the ink and pen design would be in the center. She will purchase 100 at \$2.50 each.

A motion was made by Pam Webber to sell the lapel pins for \$5.00 each. Jane Herman seconded the motion which was approved unanimously.

Brenda Burks is no longer at Winston-Dillard RFPD. Brenda was storing OFSOA property at that station. Amy has volunteered to retrieve the OFSOA property and store it at the Roseburg Safety Center. Rhonda asked her to maintain an inventory of OFSOA property being stored there. She would request each person having other property of OFSOA to provide her with a list of items, and where they are being stored.

Education: Pam Webber has been working with Analisa McKinley, Jackson County FD #3, on Spring 2013 Workshop. Analisa has been working with local people trying to keep the costs down. Pam said she is doing a great job putting this together.

Pam has been working on a master spreadsheet on speakers. The spreadsheet would have the following: their name, subject matter, business association, phone, email, if they charge for lodging, meals and or mileage. It would also include what their media needs might be and the contact person of who referred them. Pam is hoping this will help others when putting on conferences and workshops in the future.

Pam said most requests for workshops are on accreditation, software and professionalism.

Pam brought up the Resource Manual and how difficult it is for members to get into it on the website for information. Rhonda suggested during a break at a workshop we could have a PowerPoint presentation on how to access the manual.

Pam asked if there was an updated Accreditation document. The current website Accreditation document is dated 2009 and that is the one Susan Boyle is currently using.

Accreditation: Susan Boyle no report. Deb Keehn said she has turned into Susan her last class that was needed for her accreditation. Rhonda will contact Susan to see how many will be receiving accreditation awards at the conference.

Scholarship: Deb Keehn said Pam Webber and Susan Shepard have been busy emailing each other as part of the scholarship committee. Deb has received one application and this member has already booked her room and is asking for the full cost of the conference. Deb said she has applied for a scholarship in the past. Rhonda said we need to decide how much money needs to be put in the scholarship fund for this conference. Susan Shepard said there is \$1,500 in the budget for scholarship. Rhonda said Laurel Williams will not be charging for her session at the conference and would like an amount to be given as a scholarship(s) to help someone attend conference.

Rhonda said after the conference committee figures out the registration fees and registration is posted on line, the reps can encourage their members to register and remind them there are scholarships available and to apply if needed. The scholarship committee can set a deadline for receiving applications and take the amount in the scholarship fund and disperse that amount to those that applied. Rhonda asked the committee to document their procedure for future reference.

Pat Cane said after reviewing the conference budget the registration fee alone could be \$195.00 and that does not include lodging. The fees for the speakers are higher for this conference as we are celebrating the 20th Anniversary of OFSOA.

Rhonda said on the registration form the registration would be \$195.00 with separate cost for the Presidents Reception.

Rhonda said there will be four complimentary rooms provided by WHA Insurance which will be given to Past Presidents as our guests for the evening of the President's Reception.

A motion was made by Pam Webber to increase the scholarship fund from \$1,500 to \$2,000 for the 20th Anniversary, 2012 Conference with \$500 reserved for the 2013 work shop, and at the Board meeting following the workshop to re-evaluate the budget for scholarships. Mary Lou Busch seconded the motion and the motion was approved unanimously.

Protocol: Pat Cane reported she has nothing to address at this time with bylaws or policies.

Rhonda activated the audit committee and Laoreal Williams is the chair of that committee. Rhonda sent out an email that she needs three members from different regions to be on that committee.

Communication:

Newsletter: Ellen Steele reported that she does not have a date on the newsletter. August 17th was the date set for the deadline for information to be sent to Ellen. Rhonda will be sending the conference brochure to her and asked members to send any articles to Ellen by that date.

Website: Laura Houston will continue to do the website.

Workshop: Rhonda asked if everyone received the April 2012 Workshop report. Julie Spor also provided the workshop evaluations. Rhonda asked Educational Chair Pam to keep the information from the summaries of the speakers to add to her spreadsheet for future workshops and conference committees for selecting speakers.

Ellen Steele commented that she would have liked to have had a three ring binder at the workshop instead of a folder. Amy commented that was a cost savings because they were donated and it is up to the conference committee as to what they provide. Rhonda did comment that Julie did a great job and that we had as many registered at the workshop as we normally have at conference.

Conference 2012: Rhonda emailed the conference flier to OFCA and asked if anyone had seen it. She will send it again because none of the Chief's had received it.

Nominations Committee: Rhonda activated the nominations committee and placed Elaine Parrott as Chair.

Elaine now has the membership list to work with. The offices that are open for nominations are: President, Secretary, Region 4, Region 3, and Region 2. The office of president requires that the individual be a member of the board for one year. As per the policy manual the nomination committee will verify with the treasurer that each candidate is a current paid member.

Rhonda asked about comping registration for any of the conference committee members. The 2012 conference committee does not have a chair and the committee chose not to receive any compensation as individuals.

Workshop 2013: Chair is Analisa McKinley from Jackson County FD #3 who has already started working on workshop details. The contract for Workshop 2013 was distributed. The actual workshop will be at the Rogue Community College campus which is only two miles from the Brookside Inn & Suites. Amy has been receiving emails from Analisa seeking advice. Rhonda thanked Amy for assisting her.

Conference 2012: Elaine Parrott, as past president will handle the new member orientation. Jane Hermon said Karen Bracken developed a great new member orientation notebook using several items from the board member guide. Amy mentioned she had a few of the letter openers that Karen presented to the new members in the past. A few were still in nice boxes and she would be willing to do up more if needed. Rhonda said the gifts were given to first time attendees to the conference. Elaine can get that information from Laureal Williams.

Strategic Plan: Rhonda sent out copies of the strategic plan prior to the meeting.

Micki Valentine reported on possible use of Yahoo and Google bulletin board format for communication between members, committees or groups. Cheryl Miles, Gwynn Irvin and Lauren Houston have been involved with the testing and it has not gone smoothly. Micki has not received responses back which may be due to the settings. She is having problems with sending and receiving messages through Yahoo and Google. It was a consensus at this time to continue using the email blasts and not go to a bulletin board.

Lifetime Membership: Elaine Parrott asked what the criterion is to be considered for lifetime membership. Pat Cane read from the bylaws, Article III Section 1 – Membership A., B., and C. Brenda Burks became a member in 2004 but has served the OFSOA as Regional Rep, Workshop Chair, Goodwill Committee, and has given outstanding service to OFSOA. Karen Bracken has been with OFSOA for over ten years and has also given outstanding service to OFSOA as Secretary, President, and Past President.

A motion was made by Elaine Parrott to nominate Karen Bracken for lifetime membership. Barb Kunkel seconded the motion and the motion passed unanimously.

A motion was made by Jane Herman to nominate Brenda Burks for lifetime membership. Micki Valentine seconded the motion and the motion passed unanimously.

Rhonda announced we are currently working with other organizations to consolidate fire service information into one resource guide.

Good of the Order:

Rhonda announced she will not be seeking another term of president. She has enjoyed her term and wants to encourage someone else to expand their potential. She would like those that have served one year on the board to consider running for this office.

Amy commented that she feels Rhonda has done a fabulous job and hates to see her move on. Deb Keenh said she has enjoyed the free little gifts Rhonda gives at each board meeting. Rhonda commented that she has had a very supportive Chief and district to allow her the time for this position.

Deb Keenh offered to co-chair with Cheryl Miles on setting up the used clothing store. Amy offered to assist by providing a list of members who wish to participate.

Rhonda wanted to make the merchandise committee aware that the last day of the conference will be in another room and silent auction, raffle and stores will need to be moved.

The meeting was adjourned at 4:50 pm by President Rhonda Grant.

Respectfully submitted by

Mary Lou Busch

Mist-Birkenfeld RFPD