

OREGON FIRE SERVICE OFFICE ADMINISTRATORS  
Board Meeting Agenda  
April 22, 2009  
Newport Bay Restaurant -Market St, Salem, Oregon

Welcome & Invocation

Roll Call:

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 FD
- Membership Chair Barb Kunkel, Portland Fire & Rescue
- Communications Chair Lori Fawcett, Canby Fire District
- Protocol Chair Pat Cane, McKenzie Fire & Rescue

Subcommittees:

- \_\_\_ Accreditation Chair Susan Boyle, Tualatin Valley Fire & Rescue
- Conference 2009 Co-Chairs:
  - \_\_\_ Phyllis Palmer Depoe Bay FD
  - \_\_\_ Janet Huston Siuslaw Valley F&R\_
- \_\_\_ Hospitality Chair Laura Houston, Stayton Fire District
- \_\_\_ Website Chair Laura Houston, Stayton Fire District
- \_\_\_ Merchandise Chair Amy Anderson-Rice, Roseburg Fire Department

Introduction of Guests - \_\_\_\_\_

Oath of Office: Region 5 Rep Paula Wydra

Guest Reports

Approval of Minutes – Regular Board Meeting Minutes of January 14, 2009

Correspondence

Treasurer's Reports: Regular Report - Vickey Dosier

Regional Representative Reports:

- Region 1 Jane Herman
- Region 2 Deb Keehn

Region 3 Brenda Burks  
Region 4 Jill Dorrell  
Region 5 Paula Wydra  
Liaison Karen Bracken

Committee Reports:

Membership	Barb Kunkel
Hospitality	Laura Houston
Merchandising	Amy Anderson-Rice
Education	Pam Webber
Accreditation	Susan Mootry
Conference 2009	Phyllis Palmer / Janet Huston
Protocol	Pat Cane
Communication	Lori Fawcett
Web Site	Laura Houston

Liaison Reports:

Oregon Life Safety Team	Laura Houston
ORRS	Amy Anderson-Rice
OFDDA	Karen Bracken
OFCA	Rhonda Grant
Volunteer Compensation	Elaine Parrott

Business Items:

1. Workshop 2009 Report – Chair/Host: Tania Kleinschmit, Chemeketa Community College
2. Conference 2009 – Hallmark Resort, Newport – Co-Chairs: Phyllis Palmer & Janet Huston
3. Workshop 2010 – Clackamas FD
4. Conference 2010 – Roseburg – Chair Amy Anderson-Rice
5. Workshop 2011 – need a hosting department
6. Conference 2011 – decide on location
7. Policy Manual Proposed Changes – Pat Cane
  - a. Policy 3.5 Treasurer: delete previous wording and replace with new 3.5.3
  - b. Policy 4.5.5 Scholarship Committee: review proposed revisions
  - c. Policy 4.4 Communications Committee
  - d. Policy 4.6 Membership Committee
  - e. Policy 4.6.3 Hospitality (Subcommittee)
  - f. Policy 4.6.3.5.1 Goodwill & Goodwill Representative
8. OFCA Section proposal – see attached sample Section Agreement and view OFCA bylaws at <http://www.ofca.org/default.asp?com=docs&deptid=1>

9. Strategic Plan - Priority 'A' goals and objectives

Other Business / Good of the order

- OFSOA records – archiving, responsibilities for maintaining

Next regularly scheduled board meetings are:

**July 15, 2009** - Wilson-Heirgood, Eugene; lunch at noon, meeting at 1:00

**October 13, 2009** – Hallmark Resort, Newport; dinner at 6:00, meeting at 7:00

Review Action Items

Adjourn