

OREGON FIRE SERVICE OFFICE ADMINISTRATORS  
Board Meeting Agenda  
January 14, 2009  
DPSST, 4190 Aumsville Highway  
Salem, Oregon

Welcome & Introductions

Board of Directors

Executive Board:

- President Rhonda Grant, Stayton Fire District
- Vice President Susan Mootry, 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 \_\_\_\_\_
- Membership Chair Barb Kunkel, Portland Fire & Rescue
- Communications Chair Lori Fawcett, Canby Fire District
- Protocol Chair Pat Cane, McKenzie Fire & Rescue

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Subcommittees:

- Accreditation Chair Susan Mootry, Tualatin Valley Fire & Rescue
- Conference \_\_\_\_\_
- Hospitality Chair Laura Houston, Stayton Fire District
- Website Chair Laura Houston, Stayton Fire District
- Merchandise Chair Amy Anderson-Rice, Roseburg Fire Department

Guests - \_\_\_\_\_

Oath of Office – appointed positions: VP, Treasurer, and Reg 5 Rep.

Guest Reports -

Approval of Minutes –

Regular Board Meeting Minutes of Oct. 14, Oct. 15 & 16, Oct. 17, 2008

Correspondence –

Treasurer's Reports:

Regular Report – Vickey Dosier (Rhonda Grant)

Regional Representative Reports:

Region 1 Jane Herman

Region 2	Deb Keehn
Region 3	Brenda Burks
Region 4	Jill Dorrell
Region 5	Paula Wydra (Karen)
Liaison	Karen Bracken

Committee Reports:

Membership	Barb Kunkel
Hospitality	Laura Houston
Merchandising	Amy Anderson-Rice
Education	Chair -Vacant
Conference 2008	Bonita Johnson
Accreditation	Susan Mootry
Protocol	Pat Cane
Communication	Lori Fawcett
Web Site	Laura Houston

Liaison Reports:

Oregon Life Safety Team	Laura Houston
OAIRS	Amy Anderson-Rice
OFCA/OFDDA	Rhonda Grant
Volunteer Compensation	Elaine Parrott

Business Items:

1. Education Committee – Chair vacant (two year term 2009-2010) to be filled by majority vote of Board of Directors
2. Workshop 2009 Report – Chair/Host: Tania Kleinschmit, Chemeketa Community College
3. Conference 2009 – Hallmark Resort, Newport – Co-Chairs: Phyllis Palmer & Janet Huston
4. Workshop 2010 – Clackamas FD
5. Conference 2010 – Roseburg – Chair Amy Anderson-Rice
6. 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
7. Membership – lifetime membership; years of service for Ann Walker-Bierman
8. Strategic Plan – Review and begin 'Priority A' Goals & Objectives

Other Business / Good of the order

- Storage of OFSOA supplies – left over items from conferences/workshops, hospitality supplies, etc.
- OFSOA records – responsibilities for maintaining

Next regularly scheduled board meetings are:

**April 22, 2009** – Renaissance Inn, Keizer; dinner at 6:00, meeting at 7:00

**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