

OREGON FIRE SERVICE OFFICE ADMINISTRATORS
Annual Business Meeting Minutes
Resort at the Mountain – Welches, Oregon
October 16-17, 2013

Board President Susan Shepard called the Annual Business Meeting to order at 11:49 a.m. on October 16, 2013.

Executive Board:

- ✓ President Susan Shepard, Polk County Fire District
- ✓ Vice President Deb Keehn, Jefferson Fire District
- ✓ Secretary Julie Spor, Sisters-Camp Sherman Fire District
- ✓ Treasurer Jamie Vohs, Black Butte Ranch Fire District
- ✓ Immediate Past President Rhonda Grant, Stayton Fire District
- ✓ Region 1 Rep Jennifer Fox, La Grande Fire Department
- ✓ Region 2 Rep Micki Valentine, Lyons Rural Fire District
- ✓ Region 3 Rep Open
- ✓ Region 4 Rep Mary Lou Busch, Mist-Birkenfeld RFPD
- ✓ Region 5 Rep Paula Landrus, Crook County Fire & Rescue – in at 3:41 p.m.

Committee Chairs:

- ✓ Education Chair Pam Webber, Medford Fire Department
- ✓ Membership Chair Amy Anderson-Rice, Roseburg Fire
- ✓ Protocol Chair Pat Cane, McKenzie Fire & Rescue
- Communications Chair Stacy Brainard, Klamath County Fire District

Subcommittees:

- ✓ Accreditation Chair Susan Boyle, Tualatin Valley Fire & Rescue
- ✓ Website Chair Laura Houston, Stayton Fire District
- ✓ Hospitality Chair, Bonita Johnson, LaPine Rural FPD – in at 4:05 p.m.
Newsletter Editor, Stacy Brainard, Klamath County Fire District
- ✓ Good Will Representative Lois Smith, North Lincoln F & R District 1
- ✓ Merchandise Coordinator Tammy Robbins, Jefferson Fire District
- ✓ Scholarship Deb Keehn, Jefferson Fire District
- ✓ New-To-You Store Cheryl Miles, Silverton Fire District
- ✓ Auditor Laoreal Williams, OFDDA

Members attending: Approximately 54 members were in attendance at the meeting including Board members.

President Susan Shepard welcomed the members of OFSOA and introduced the Executive Board and Committee Members.

TREASURER'S REPORT:

Treasurer Jamie Vohs reported the checking account balance is \$24,687 and advised we are 3 months into the fiscal year and have normal receipts and expenditures compared to prior years.

REPORTS OF THE REGIONAL REPRESENTATIVES:

Region 1: Jennifer Fox reported on number of members attending conference in her region.

Region 2: Micki Valentine has 19 members in her region registered for conference. New members in her region are Lyn Komp and Marcia Gilson.

Region 3: Newly appointed Robin Paulson is interested in meeting all the members in her Region and will try and do so during conference.

Region 4: Mary Lou Busch reported she has 52 members in her region. New members include Glenda Wagner and Marianne Berg.

Region 5: Paula Landrus reported she has 16 members in her region and 7 are attending conference.

Business Items:

- 1) Bylaws Revision
 - a. Pat Cane worked hard on finalizing the Bylaws and a draft was electronically distributed to the full membership. Ballots were passed out to members and all members were asked to vote to adopt the Bylaws. Ballots will be collected and tallied and results to follow toward the end of the meeting.
- 2) Rhonda Grant explained the nomination process for Officers of the Board. Vacant positions include Vice President, Treasurer, Region 4 Rep, Region 5 Rep and any other positions that may be created by elections. Rhonda asked for nominations and none were received at this time.
 - a. Rhonda also announced the position of Protocol Chair will be open at the end of conference due to Pat Cane retiring. This position is responsible for learning and understanding the Bylaws and procedure manual and working with the Board to make changes as needed as well as other duties.
- 3) Laureal Williams reported the audit committee will meet after the last session on Thursday for approximately 45 minutes. If you are interested in service on this committee, please see Laureal.
- 4) Pat Cane announced she received 53 ballots from the membership on the Bylaws vote. 53 were yes votes and we received zero no votes. The updated Bylaws are now adopted.

Recess called. With no further business to discuss, President Susan Shepard adjourned the meeting at 12:03 p.m. to be resumed on Thursday, October 17 prior to lunch.

****At 12:09 p.m. on Thursday October 17, 2013, President Susan Shepard resumed the Annual Business Meeting.**

Committee Reports:

Merchandise - Tammy Robbins reported she has put out additional cell phone holders on the sale table as well as other discounted items.

New to You – Cheryl Miles reminded the group to bring in their old OFSOA items that don't fit or you don't use. Limited sizes are currently available in the store.

Good-Will – Lois Smith encouraged the group to let her know if they know someone who needs a sympathy card, encouragement card or get well card.

Education – Pam Webber asked the group to let her know of any great speakers, classes they've seen or attended for upcoming events. She also encouraged the group to attend SDAO trainings and to watch the You Tube video "Active Shooter – Run, Hide, Fight".

Accreditation – Susan Boyle advised she is working on the 4th level of accreditation and has four members receiving their accreditation this conference.

Protocol – Pat Cane thanked the group for adopting the Bylaws and encouraged members to get involved in OFSOA. She announced that someone has come forward and expressed interest in taking over her position as Protocol Chair.

Registrar/Auditor – Laureal Williams thanked Pat Cane for "being the North Star for the Organization". Laureal announced the audit will take place at 4:30 p.m. today in this room.

Communications – Laura Houston reported for Stacy Brainard who wasn't able to attend conference. Stacy would like to know if anyone is not getting the newsletter and is excited to be the Chair of Communications.

Website – Laura Houston encouraged members to use the website. If you have suggestions on content, etc. please let Laura know.

Jennifer Fox will be available to take photos if you need one for the website. Laura advised the login for the member's corner of the website is your first initial and last name and password is your member number including dash.

Business Items:

Rhonda Grant announced the 2nd call for nominations. No other nominations were received and the nominees for board positions are as follows:

Vice President – Deb Keehn, Treasurer – Jamie Vohs, Region 4 Representative – Mary Lou Busch and Region 5 Representative – Paula Landrus. Each candidate gave a quick speech regarding why they would like to hold an office. Rhonda Grant asked for a motion from the Board to approve the candidates for the positions they are running for since all are running unopposed. *A motion was made by Diane Nave to elect the candidates to the positions they were nominated for. Shirley O'Connor seconded the motion, which passed unanimously.*

President Susan Shepard announced 2014 Workshop will be held April 17-18, 2014 in Lincoln City and the 2014 Conference will be held in Eagle Crest October 15-17, 2014.

No further business was discussed and President Susan Shepard adjourned the Business Meeting at 12:24 p.m.

Respectfully submitted,

Julie Spor, Secretary