

OREGON FIRE SERVICE OFFICE ADMINISTRATORS
ANNUAL BUSINESS MEETING MINUTES
Oregon Gardens, Silverton, Oregon
October 12 and 13, 2011

ATTENDANCE:

Executive Board:

- ✘ President Rhonda Grant, Stayton Fire District
- ✘ Vice President Susan Boyle, Tualatin Valley Fire & Rescue
- ✘ Secretary Mary Lou Busch, Mist-Birkenfeld RFPD
- ✘ Treasurer Susan Shepard, Polk County Fire District
- ✘ Immediate Past President Karen Bracken, Keiser Fire District
- ✘ Region 1 Rep Jane Herman, Mid-Columbia Fire District
- ✘ Region 2 Rep Deb Keehn, Jefferson Fire District
- ✘ Region 3 Rep Ellen Steele, Goshen RFPD
- Region 4 Rep Jill Dorell, Newberg Fire Department
- ✘ 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, Vacant
- ✘ 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, vacant
- Good Will Representative Lois Smith, North Lincoln F & R District 1
- ✘ Merchandise Coordinator Amy Anderson-Rice, Roseburg Fire Department
- ✘ Conference 2011 Chair Tammy Robbins, Jefferson Fire District

President Rhonda Grant called the Annual Business Meeting to order at 12:05 pm, welcomed the members of OFSOA, and introduced the Board Members.

TREASURER'S REPORT:

The Treasurer's Report was reviewed by Susan Shepard. Susan reported that the two accounts are now one. The scholarship and general account are line items in the same account.

REPORTS OF THE REGIONAL REPRESENTATIVES:

Region 1: Jane Herman reported that her region covers seven counties and has the least number of members. She has one new member from La Grande.

Region 2: Deb Keehn reported that she has 52 members and 25 are here at conference. Carrmen Cambel is a new member attending conference and Sally Travinio, attending conference for the first time.

Region 3: Ellen Steele reported that she has 18 members total. She gained two new members this year. Five members are present here at conference including one of the new members.

Region 4: Jill Dorell was not present

Region 5: Paula Landrus has 16 members and 6 are here at conference..

Board Nominations: Karen Bracken, Past President, gave a brief description of the nomination process. Karen encouraged the membership to consider one of the open positions. The first call for nominations for the positions of Vice President, Treasurer, Region 4 Representative, Region 5 Representative was done. In addition Karen indicated that there are committee positions open that are appointed rather than an elected position. Karen indicated that she has, for those members interested in running for office, the required permission form to be signed by their fire chief or supervisor before the election. Karen called for nominations from the floor. There were none. Karen announced those members that have indicated they are running for the four positions, Vice President Karen Duckworth, Treasurer Susan Shepard, Region 4 Susan Barrett, and Region 5 Paula Landrus. Karen announced that the second call for nominations will occur when the business meeting resumes on Thursday October 13, 2011.

Audit Committee: Protocol Chair Pat Cane reported that each year an audit committee is formed at the annual conference to review the financial books of the organization. Pat reported that Laurel Williams will chair the audit committee. The committee will meet Thursday October 13 after the close of the business meeting to audit the financial books.

RECESS CALLED As there was no further business to come before the board at this time, President Rhonda Grant adjourned the business meeting at 12:12, to be resumed on Thursday at 12 noon at which time we will have the 2nd call for nominations.

At 12:03 on Thursday October 13, 2011, President Rhonda Grant reconvened the Annual Business Meeting.

Accreditation: Susan Boyle reported she enjoys this position. There are 36 members accredited. Three will receive their accreditations tonight at the Banquet. She likes helping the members get their training together to make it all happen.

Education Chair: Pam Webber asked that members fill out the comments at the end of the conference so she can find speakers to cover the subjects and educational material that they suggest.

Rhonda Grant asked the members to be sure and fill out the survey that was posted on email.

Protocol: Pat Cane reported that she has been working on defining duties so new members have a better understanding of the positions and the committee duties. She would like someone to take over the position of protocol this next year and is willing to work with the new person to make the change go smoothly.

Newsletter: Ellen Steele produced the 1st newsletter this year. She is asking for articles and news to put in the next issue. Pat Cane assisted her in putting the newsletter together and using Pat's personal bulk mailing permit. OFSOA also sends the newsletter out through email.

Website: Laura Houston was not present. Pat Cane read her report encouraging someone to help with maintaining the web site.

Nominations Committee: Karen Bracken asked for last call for nominations. Karen announced those members that have indicated an interest in running for the four positions as follows:

Vice President: Deb Keehn, Jefferson RFPD
Karen Duckworth, Tangent Rural Fire
Treasurer: Susan Shepard
Region 4: Susan Barrett, Port of Portland
Kim Sunderland, TVF&R
Region 5: Paula Landrus, Crook County Fire

Each candidate gave a brief presentation in which they introduced themselves and explained why they were interested in holding the position.

President Rhonda Grant read a summery for candidate for treasurer, Susan Shepard. A motion was made by Ellen Steele to cast unanimous vote for Treasurer Susan Shepard and Region 5 Rep. Paula Landrus, which were running unopposed. Pam Webber seconded the motion and it passed by unanimous vote.

Ballots were collected from the membership and the results are as follows:

Vice President: Deb Keehn
Treasurer: Susan Shepard
Region 4: Kim Suderland
Region 5: Paula Landrus

President Rhonda Grant listed open committee positions for the membership to consider.

Pat Cane asked if anyone was interested in learning about the audit to meet at lunch time with Laural Williams and the rest of the committee.

President Rhonda Grant gave the following schedule of meeting dates:

- 1. Workshop 2012:** Will be April 19 in Sisters, Oregon on April 18, 2012.
2012 Conference –This will be the 20th Anniversary of OFSOA. It will be held at the Red Lion in Portland, Oregon on October 9-October 12th.

Banquet will be tonight at 6 pm.

Audit Committee will meet after lunch in this room.

The meeting was adjourned at 12:33 pm.
by President Rhonda Grant.

Respectfully submitted by

Mary Lou Busch, OFSOA Secretary
Mist-Birkenfeld RFPD