

OREGON FIRE SERVICE OFFICE ADMINISTRATORS

Board Meeting Minutes – First Quarter  
Department of Public Safety Standards and Training  
January 18, 2011

**ATTENDANCE:**

**Executive Board:**

President Rhonda Grant, Stayton Fire District  
Vice President Susan Boyle, Tualatin Valley Fire & Rescue, **via phone**  
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, **via phone**

**Committee Chairs:**

Educational Chair Pam Webber, Medford Fire Department, **via phone**  
Membership Chair Barb Kunkel, Portland Fire & Rescue, **via phone**  
Communications Chair, Vacant  
Protocol Chair Pat Cane, McKenzie Fire & Rescue, **via phone**

**Subcommittees:**

Accreditation Chair Susan Boyle, Tualatin Valley Fire & Rescue  
Website Chair Laura Houston, Stayton Fire District – **not present**  
Hospitality Chair, vacant  
Good Will Representative Lois Smith, North Lincoln F & R District 1, **not present**  
Merchandise Coordinator Amy Anderson-Rice, Roseburg Fire Department, **via phone**  
Conference 2011 Chair Tammy Robbins, Jefferson Fire District, **not present**

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

Attending by telephone were Susan Boyle, Paula Landrus, Pam Webber, Pat Cane, and Barb Kunkel.

**Introduction of Guests:**

Dave Gulledge State Fire Marshal Office Oregon Fire & EMS Bridge Program

## Approval of Minutes

A motion was made by Deb Keehn to approve the minutes of the October 12, 2011 fourth quarter Board Minutes with the following corrections: page 1 – Treasurer’s Report, third line change **IS to OF**; page 2 – Region 3, add Anderson-Rice after Amy in first line; page 4 – Volunteer Compensation, first line add Parrott after Elaine; page 5 – third line, Deb Keehn will run for Region 2 Representative. Jane Herman seconded motion which passed unanimously.

A motion was made by Deb Keehn to approve the October 13 & 14 2010 Annual Business Meeting minutes with the following corrections: Correct heading change date to October 13 and 14, 2010: page 1 Subcommittees: Hospitality Chair unmark the box and leave vacant after chair: page 2 – add Open Committee positions: second line, insert becoming more involved: seventh line, replace she with Board of Directors. Ellen Steele seconded the motion which passed unanimously.

A motion was made by Jill Dorell to approve the minutes of the Post Conference Board meeting held on October 15, 2011 with the following corrections: Page 1, Business items remove (taking over for Janet Houston) and (taking over for Brenda Burks) as this was an election not replacement. Page 2, oath of office. insert other new officers were sworn in during banquet the previous night., combine #5 and #10 wording as they are same event, Hospitality Chair second line remove **how** or add **is used.**, Page 3, signature cards, signed by **all signing** officers before the next board meeting. Deb Keehn seconded the motion which passed unanimously.

**CORRESPONDENCE:** No correspondence has been received.

## **TREASURER’S REPORT**

The Treasurer’s Report was distributed and reviewed. A motion was made by Deb Keehn to approve the Treasurer’s Report, as presented. Jill Dorell seconded the motion which passed unanimously.

President Rhonda Grant recently attended the Fire Service Summit representing OFSOA and would like to turn in her lodging expense for reimbursement. The Board said attending these events is part of the President’s duties so prior approval was not needed.

President Rhonda Grant and Treasurer Susan Shepard will be working on the budget and will present at the April Board meeting.

## **REPORTS OF THE REGIONAL REPRESENTATIVES**

**Region 1:** Jane Herman reported that Gail Martin, Crooked River RFPD has retired. Jane asked membership chairman to confirm if Gail qualifies as a potential Life Membership.

**Region 2:** Deb Keehn reported that her region has 42 members. She reported that Diane Davis has not received her membership card from Membership Chairman Barb Kunkel.

**Region 3:** Ellen Steel reported she sent out emails to introduce herself to departments in her region. Liaison Karen Bracken has offered to help Ellen with her membership, as past Region 3 Rep Brenda Burks has been unavailable. Ellen also has not received her membership card.

**Region 4:** Jill Dorell reported two new members bringing her region count to 54. Budget restrictions in rural fire districts are a major reason for low attendance of the members to conferences and workshops.

**Region 5:** Paula Landrus reported that she will contact everyone in her district about the upcoming workshop in April and will encourage them to attend.

**Liaison:** Karen Bracken had no additional information from the regions.

## **COMMITTEE REPORTS:**

**Membership:** Barb Kunkel reported 146 paid members.

**Hospitality:** Vacant position, newsletter will advertise the position and responsibilities.

**Good will Representative:** Lois Smith sent her written report stating she has sent out cards to a few members.

**Merchandising:** Amy Anderson-Rice reported she used all of her budget allocations to purchase clothing and tumblers for the 2010 Conference. Pam Webber reported members want additional 1X and 2X sizes of the ¼ zip sweatshirts. Amy had purchased extra large sizes and they were on the racks. Membership can order on line through the OFSOA website between events. There will be an additional charge to cover the shipping of items.

**Education:** Pam Webber reported she is arranging speakers for the workshop in April. Some topics include Managing Multiple Projects, Microsoft Tips, and a Life Coach.

**Accreditation:** Susan Boyle reported by telephone that she is working on Life Member Status for Ann Walker-Bierman who will be retiring in June. Susan will also look into Gail Martin's life member status. The Board of Directors will need to confirm these life memberships if individuals are qualified. Current bylaws stated that life memberships are presented at the fall conference.

**Protocol:** Pat Cane reported she has not received any new requests for changes on the bylaws or the policy manual.

**Communication:** Vacant

Newsletter: President Rhonda Grant has taken over the responsibility of the newsletter until communication chair is filled.

Website: Laura Houston was not in attendance but continues to oversee website.

**Liaison Reports:**

**Oregon Fire Bridge:** Dave Gullledge reported that on November 15, 2010 the Oregon Fire Bridge software was updated to include EMS responses. In 2010 of the 336 total Oregon fire districts 254 were reporting through Fire Bridge Software. An annual response report will be out by April.

Deb Keehn asked about a problem of being bumped out while working on her report in the program. Dave explained that it could happen when their provider is implementing software during times which OSFEM staff cannot control.

**Oregon Life Safety Team:** Laura Houston sends team communications as she receives it.

**OFDDA:** No report

**OFCA /Fire Service Summit:** President Rhonda Grant attended this joint multi agency Conference and gave a report on OFSOA and our activities. Susan Boyle also attended summit.

**Business items:**

1. **2010 Conference Report:** Bonita Johnson sent report that overall the 2010 conference went very well and was well received by attendees. She is updating the conference committee notebook. The notebook will also have information for the workshop.

President Rhonda Grant asked how the new attendee orientation went at the conference. Ellen Steele commented that it really helped the new members. It would be nice to have something similar at the workshop.

Pam Webber commented that several attendees felt too much information was provided during the sessions and that attendees, especially new attendees, were overwhelmed.

Pam Webber received 41 evaluations from the conference and provided everyone a compiled report. President Rhonda Grant asked if the speakers want evaluation feedback.

2. **Workshop 2011:** Amy Anderson-Rice reported she will include a tour of the Public Safety Building during the workshop. The classes will be one hour and the classes may include Conflagration, Excel Power Point, Office Procedures, and Disaster Preparedness. Lodging may be at the Holliday Inn Express or Sleep Inn, both close to the Public Safety Building. Provided will be morning and afternoon snack and a catered lunch. There was a consensus

of the Board that the committee set aside a block of 40 rooms at Holiday Inn for the workshop dates.

- 3. Conference 2011:** Conference Chair Tammy Robbins was not able to attend. Amy-Anderson-Rice reported progress of the Conference.

Amy asked if when a member's registration is received by OFSOA, an email could be generated immediately to the member to confirm registration. Amy will provide Website Chair Laura Houston on the conference for the website.

President Rhonda Grant said the conference committee can choose their speakers after developing their budget. This will help decide how much they can pay for all speakers and project the conference registration fee. There was a consensus of the Board for the committee to select a strong speaker for the conference. The fee for this speaker could be paid out of the general fund at the discretion of the conference committee and board if funds are available.

Amy Anderson-Rice expressed concern that attendance may be low as the Oregon Fire Chief's Association was the same week as our workshop.

- 4. Conference 2012:** President Rhonda Grant reported 2012 will be the 20<sup>th</sup> Anniversary of OFSOA. The Board is currently seeking a location and committee to host this conference.
- 5. Name Badges:** President Rhonda Grant, Ellen Steele, and Pat Cane will form the committee to research member badges to find a lighter badge with strong magnetic fastener.
- 6. Refund Request:** Written requests were received from Brenda Burks and Ann Walker-Bierman for refund of their OFSOA 2010 Conference fees. Both members, due to health issues, were unable to attend.  
A motion was made by Karen Bracken to refund Brenda Burks and Ann Walker-Bierman registration fees minus the meal expense. Ellen Steele seconded the motion which passed unanimously.
- 7. Website:** President Rhonda Grant gave information concerning the renewal of the OFSOA domain name for our website. A motion was made by Pat Cane to transfer our domain registration to new host Go Daddy with a 5 year minimum contract. The first year will cost \$7.99 and the next four years will cost \$11.11 each. Ellen Steele seconded the motion which passed unanimously.

Rhonda mentioned that the new officers need to send their bios to her and Laura Houston, Website chair, to be posted on website board member page.

8. A motion was made by Karen Bracken to upgrade accounting software to the 2011 Quickbooks Program as requested by Treasurer Susan Shepard. Deb Keehn seconded the motion which passed unanimously.
9. **Awards:** There was a discussion about presentation of Accreditation Awards and outgoing officers' awards. The consensus of the Board was to keep the Accreditation and President's Awards the same while looking into different recognition for outgoing officers. Also think of ways to acknowledge committee length of service.
10. **Strategic Plan:** President Rhonda Grant provided updated Strategic Plan to the Board. Several items were highlighted for the members to review and consider ways to accomplish tasks prior to the April Board Meeting.
11. **Inventory Audit:** Amy Anderson-Rice asked for guidelines for merchandise inventory. This cost inventory is used as part of the Audit Committees review of the financial overview of the organization. This final review is completed during annual conference. Protocol Committee will provide guidelines draft at the April Board Meeting.

The meeting was adjourned at 3:34 pm by President Rhonda Grant.

Respectfully submitted by  
OFSSOA Secretary, Mary Lou Busch  
Mist-Birkenfeld RFPD