

OREGON FIRE SERVICE OFFICE ADMINISTRATORS  
Board Meeting Minutes – Third Quarter  
Wilson-Heirgood, Eugene, Oregon  
July 14, 2010

**ATTENDANCE:**

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 Susan Shepard, Polk County Fire District
- Immediate Past President Karen Bracken, Keizer Fire District
- \* Region 1 Rep Jane Herman, Mid-Columbia Fire & Rescue
- Region 2 Rep Deb Keehn, Jefferson Fire District
- Region 3 Rep Brenda Burks, Winston-Dillard Fire District
- \* Region 4 Rep Jill Dorrell, Newberg Fire Department
- Region 5 Rep Bonita Johnson, La Pine Fire District

Committee Chairs:

- Education 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
- Merchandise Chair Amy Anderson-Rice, Roseburg Fire Department

\*Members of the Executive Board that attended the board meeting via telephone were Vice President Susan Boyle, Region 1 Rep Jane Herman, and Region 4 Rep Jill Dorrell.

President Grant called the Third Quarter Board Meeting to order at 1:08 p.m.

**Approval of Minutes:** Moved by Deb Keehn, seconded by Susan Shepard, to approve the minutes as presented. Motion carried.

**Treasurer's Report:** Treasurer Susan Shepard reviewed the Treasurer's Report; the checking account total is \$5,029.89; the money market account total is \$ 7,982.67, which includes the Scholarship fund of \$2,587.15 totaling \$ 13,008.56.

There followed a discussion regarding our budget and the need to consider ways to increase our revenue to cover our normal expenses. Dues are currently \$30 annually and officers in attendance were not opposed to increasing the dues to \$40 per year.

Moved by Susan Boyle, seconded by Deb Keehn, to present a \$10.00 dues increase to the general membership for a vote at the annual business meeting at conference in October. Motion carried.

There followed a discussion pertaining to registration fees and membership dues and the possibility of increasing non-member fees. The board discussed the extra fee for non-member registration and not having it apply to dues. It was suggested a check box be added to the registration form if they wanted to join. It was also suggested that we should make the non-member rate significantly higher to encourage membership.

Moved by Deb Keehn, seconded by Janet Huston that the non-member conference registration fee be \$50.00 more than the member rate with daily rates being adjusted accordingly based on daily expenses by the Conference Committee. Motion carried.

#### **Correspondence:**

1. Lori Fawcett provided a status report regarding her availability.
2. Elaine Parrott provided a status report regarding her recovery from her fall injuries.
3. Lynsey Hillesland – birth announcement

#### **Region Rep Reports:**

**Region 1:** Jane Herman reported that her members are all very busy. Her newest member, Suzanne Gray asked if we could schedule a class pertaining to tax anticipation loans. There followed a brief discussion.

**Region 2:** Deb Keehn reported that she has 41 members in her region, including her newest member, Annie Kirsch from Woodburn. She also indicated that she has been in contact with Scio Fire's new part-time administrative secretary, encouraging her to join OFSOA.

**Region 3:** Brenda Burks was not in attendance, nor did she provide a written report.

**Region 4:** Jill Dorrell provided an update regarding her husband's positive progress since being diagnosed with leukemia. She indicated that she has been unable to make as much contact with the members of her region as she normally does.

**Region 5:** Bonita was not in attendance; however, she indicated that she had nothing new to report pertaining to her region, with the exception of the fact that they have been involved in conference planning.

**Liaison Report:** Immediate Past President Karen Bracken was not in attendance, nor did she provide a report.

#### **Committee Reports:**

**Membership Report:** Although Barb Kunkel was not in attendance, she provided a report which indicated that as of July 6, 2010, we have had 127 renewals, plus seven Associates and 13 lifetime members for a total of 147 members. Of the 147 members, 18 are new. Barb also indicated that she is in receipt of membership application from Annie Kirsch from Woodburn Fire.

Susan Shepard suggested that perhaps the membership report could include the region reps' names and the total number of members in each region. The request will be given to Barb Kunkel to see if she can amend the report accordingly.

**Hospitality:** We currently do not have a Hospitality Chair, however, between the Conference Committee and various officers offering to help out, we will have a Hospitality Suite available during the Conference.

**Good Will Representative:** Brenda Burks was not in attendance, nor did she provide a written report.

**Merchandise Report:** Amy Anderson-Rice was not in attendance, nor did she provide a written report.

**Education Report:** Pam Webber was not in attendance, nor did she provide a written report.

**Accreditation:** Susan Boyle reported that she is working on one accreditation package.

**Protocol:** Pat Cane indicated that she will have changes to the Policy Manual to present to the membership at the Business Meeting during the annual conference.

#### **Communication:**

**Newsletter:** The publication timeline for the newsletter was distributed and discussed. Rhonda indicated that she is collecting articles for the next edition of the newsletter.

**Website:** It was reported that the membership database needs to be repaired, and as soon as Laura Houston finds the appropriate block of time, she will work on that. Amy Anderson-Rice has offered to help her.

The Conference Committee was reminded to get the Conference information to Laura as soon as possible so that she can get it on the website.

Pat Cane is interested in the possibility of having a section on the website restricted to the board members for the purpose of placing documentation on it, etc. Further discussion with Laura will be needed in order to make that determination.

#### **Liaison Reports:**

**Oregon Fire Bridge:** Claire McGrew was not in attendance.

**Oregon Life Safety Team:** Laura Houston has not attended the meetings during this past quarter, she does, however, forward information to the membership as it becomes available.

**OFDDA:** Karen Bracken was not in attendance.

**OFCA:** President Rhonda Grant indicated that she sent a letter to the fire chiefs of all our members who attended the Spring Workshop in Clackamas.

**Volunteer Compensation:** Elaine Parrott was not in attendance.

### **Business Items:**

- 1) **April Workshop Final Reports:** Rhonda reviewed the workshop profit and loss, reporting a net income of \$1,346.
- 2) **Conference 2010 in Bend:** Although Bonita was not in attendance, she indicated via a written communication that the committee has been working on conference details and has another meeting scheduled for July 20<sup>th</sup> at Bend Fire if anyone is interested in attending. Bonita also provided a tentative conference schedule.

There followed a discussion about 'comping' registration fees to the annual conference for members of the committee. Section 2.5.5 of the Policy Manual addresses this issue. Currently the Executive Board is able to determine who will get their registration fee waived.

It was decided that the 2010 Conference Committee Chair Bonita Johnson and one member of her committee would get their registration fee waived.

President Rhonda Grant stated that we will have a 'New Member Orientation' at the beginning of the Conference. The decision to provide the orientation was the result of comments made after last year's conference. Susan Boyle offered to be in charge of the orientation.

- 3) **Workshop 2011:** Amy Anderson-Rice was not in attendance. The workshop will be at the City of Roseburg Fire Department's new Public Safety Center.
- 4) **Conference 2011:** Karen Bracken, Susan Boyle, and Amy Anderson-Rice are working on a location for the next conference. President Grant indicated that they were exploring Gearhardt as a possible location for the conference.
- 5) **Conference 2012:** President Grant indicated that 2012 is the 20<sup>th</sup> anniversary of OFSOA and as a result, she would like to chair this particular conference. She would like for past presidents to be involved in the event. Suggested locations were Portland and Mt. Hood.

**6) Name Badges:** Pat has researched various options for the name badges and as a result she hasn't ordered new badges, nor has she ordered a new badge reflecting Susan Boyle's name change, however, she will do so, certainly in time for the Conference.

**7) Lifetime Membership Considerations:** There were none.

**8) Strategic Plan Progress Report:**

Pertaining to Objective 3D, President Grant distributed a draft Board Member Guide and asked the officers to review it and send their suggestions to her.

**Other Business/Good of the order**

**1) Election**

The board positions that are up for election in October are President, Secretary, and Region Reps 1, 2, and 3. The Region 5 position will have a vacancy and a person will be appointed to complete the term.

We are also in need of members to chair the Hospitality, Communications, and Conference 2011, and Audit Committees.

Pertaining to the Audit Committee, Protocol Chair Pat Cane suggested that the audit committee, during the conference rather than simply making certain that Susan did a sufficient job during the past year, perhaps we could activate an audit committee that plays a larger role, one that can work with Treasurer Susan Shepard throughout the year. It was the general consensus of the Board that we could in fact have an expanded audit committee; however, goals and parameters would need to be established.

**Adjournment:** With no further business to come before the board, President Rhonda Grant adjourned the meeting at 3:00 p.m.

Submitted by: Janet L. Huston, Secretary