

OREGON FIRE SERVICE OFFICE ADMINISTRATORS

Board Meeting Minutes – Third Quarter
Wilson Heirgood Associates, Eugene, Oregon
July 20, 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, *via phone*
- Immediate Past President Karen Bracken, Keiser Fire District
- Region 1 Rep Jane Herman, Mid-Columbia Fire District, *via phone*
- 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, *sent report*
- Hospitality Chair, vacant
- Good Will Representative Lois Smith, North Lincoln F & R District 1, *sent report*
- Merchandise Coordinator Amy Anderson-Rice, Roseburg Fire Department
- Conference 2011 Chair Tammy Robbins, Jefferson Fire District

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

Approval of Minutes

A motion was made by Deb Keehn to approve the minutes of the April 13, 2011 Second Quarter Board Minutes. Ellen Steele seconded the motion which passed unanimously.

Correspondence:

Amy Anderson-Rice read a letter from Veterans of Foreign Wars thanking the OFSOA for their donation of \$25.00 for their flag presentation at the spring workshop.

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. Mary Lou Busch seconded the motion which passed unanimously.

Reports of the Regional Representatives:

Region 1: Jane Herman was present by conference call and gave brief report.

Region 2: Deb Keehn reported that her region has 49 members. She will be working on conference items.

Region 3: Ellen Steele reported that she is working on a flier about the OFSOA Conference. Karen Bracken and Ellen will get together and make contact with fire districts without OFSOA members in her region. Pat Cane reminded everyone that the website has list of the fire districts by county and region.

Region 4: Jill Dorrell was not present but had reported that she sends out monthly emails to her members.

Region 5: Paula Landrus was not present, no report available.

Liaison: Karen Bracken was not present, no report available.

Committee Reports:

Membership: Chair Barb Kunkel was not present but reported 153 paid members. Roster was included in board packet.

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

Good will Representative: Lois Smith sent her written report stating she has sent out several cards. Bonita Johnson is still running her apparel logo business. Susan Shepard fell through her deck and is recovering from calf and foot injury. OFSOA recently lost member Sharon Sowa to cancer.

Merchandising: Amy Anderson-Rice reported she is looking at suggestions she received for new merchandise: brief cases, duffle bags or reusable grocery bags. There has been a request for 1X, 2X, 3X, zip and no zip sweatshirts. A new receipt book which has triple receipts to assist in tracking the merchandise and monies received has been put into use.

A motion was made by Pat Cane for Amy Anderson-Rice to purchase a folding cart for moving the merchandise. Deb Keehn seconded motion which passed unanimously.

Education: Pam Webber was not present; Deb Keehn presented information on speakers for conference.

Accreditation: Rhonda Grant read Susan Boyle's report; she has three or four accreditations she is working on. She is also working on her strategic plan tasks.

Protocol: Pat Cane handed out a proposed Merchandise Guide and Merchandise Transfer Form for the Board to review. This proposed form would help track inventory and pre-order merchandise.

Communication:

Newsletter: President Rhonda Grant appointed Ellen Steele as Newsletter Editor. Ellen needs logos for the newsletter and for everyone to send items in word. She would like everyone to call her for the deadline for the newsletter. Rhonda will send Ellen the address labels and Pat Cane has offered use of her personal bulk mailing permit. Amy Doran from Sublimity Fire is interested in helping with the newsletter.

Website: Chair Laura Houston is working on keeping current on the web site. Members are asked to get their bios into her for the website.

Liaison Reports:

Oregon Fire Bridge: OSFM Representative Dave Gulledge sent a written report. The new State Fire Marshal is Mark Wallace from Texas.

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

Oregon Fire Chief Association is a 501(C)(3) Non Profit . OFSOA is a separate organizations under 501(C)(6) which means any donation can be a business expense only. It cannot be used as a charitable deduction. Consensus of board to stay as 501(C)(6) organization.

Business items:

1. President Rhonda Grant activated the nominations committee. Past President Karen Bracken is the chairman and her committee is Amy Anderson-Rice, Bonita Johnson and Mary Lou Busch. The positions that are open are Vice President, Treasurer, Region 4, and Region 5.

2. Strategic Plan

President Rhonda Grant passed out copies of the Strategic Plan with highlighted areas for review. There was a consensus of the board that OFSOA is on target with their plan.

3. Policy Manual

Protocol Chair Pat Cane distributed the latest suggested modifications to the policy manual and asked for comments and suggestions. Additional changes will be sent to Board members to review with possible acceptance at the October Board Meeting.

4. Audit Committee

Protocol Chair Pat Cane asked that the Audit Committee be activated now to allow committee preparation time prior to Conference. Pat wants to ask Williams of Emergency Services Consulting, Inc, to take over as ongoing chair of this committee. The committee will include last year's committee members plus new interested members. President Rhonda Grant activated the Audit Committee.

5. Budget 2011-2012 and Consolidation of Bank Accounts

A motion was made by Pat Cane to consolidate the two OFSOA bank accounts into one account and use class designation between funds. Deb Keehn seconded the motion which passed unanimously. The two funds would be designated by use of class codes in the one account. The 2011-2012 Budget will be voted on at the October Conference.

6. Awards:

Susan Boyle will be doing a survey on the various awards that are now given through OFSOA and report at the October Board Meeting.

7. Workshop 2011:

Amy Anderson-Rice reported 52 registered for the April workshop. As the Workshop Chairman, Amy received a complimentary registration, (Policy 2.5.5.6). President Rhonda Grant will sign and mail out the workshop certificates soon.

8. Conference 2011:

Conference Tammy Robbins and Deb Keehn n reported on the plans for the October 12-14, 2011 Conference at the Oregon Gardens. Speakers may include Steve Hanamura, Bill Gallagher, Robin Rose, and a Payroll Law speaker. On Thursday afternoon will include boxed lunches and tour of the Fire House and the gardens. Deb is working to have 5 minute chair massages available during sessions. Tammy is working with the Oregon Fire Guard to present colors at the conference opening. Tammy suggested that the money from the raffle items be donated to the Oregon Fire Guard.

9. Workshop 2012:

Sisters-Camp Sherman RFPD will be hosting the spring work shop in 2012 in Sisters.

10. 2012 Conference -20th Anniversary, October 17-19, 2012.

Portland Red Lion at Jansen Beach or Salem location was suggested as possible conference choices. Rhonda Grant would like to invite all charter members to part of conference and active charter members to be on the conference committee.

Good of the Order:

Pat Cane will check into the possibility of purchasing our own headsets/microphones. There was a problem with the batteries on the head sets at the work shop.

The next Board meeting will be October 11, 2011 at 3 PM at the Oregon Gardens.

The meeting was adjourned at 3:20 pm by President Rhonda Grant.

Respectfully submitted by

Mary Lou Busch, OFSOA Secretary
Mist-Birkenfeld RFPD