

**OREGON FIRE SERVICE OFFICE ADMINISTRATORS
BOARD OF DIRECTOR'S MEETING MINUTES
Holiday Inn Express, Roseburg, Oregon
April 18, 2007**

ATTENDANCE

- President Karen Bracken, Keizer Fire District
- Vice President Susan Mootry, Tualatin Valley Fire & Rescue
- Secretary Paula Wydra, Crook County Fire & Rescue
- Treasurer Rhonda Grant, Stayton Fire District
- Immediate Past President Elaine Parrott, Jefferson RFPD
- Region 1 Rep Jane Herman, Mid-Columbia Fire & Rescue
- Region 2 Rep Vickie Dosier, Salem Fire Department
- Region 3 Rep Janet Huston, Siuslaw Valley Fire and Rescue
- Region 4 Rep Jill Dorrell, Newberg Fire Department
- Region 5 Rep Bonita Johnson, La Pine RFPD
- Education Chair Lauri Wilkerson, Jackson County Fire District # 3
 - Accreditation Chair Rebecca Hollenbeck, Springfield Fire & Life Safety
- Membership Chair Barb Kunkel, Portland Fire Bureau
 - Hospitality Chair Laura Houston, Stayton Fire District
- Communications Chair Lori Fawcett, Tualatin Valley Fire & Rescue
 - Website Chair Laura Houston, Stayton Fire District
- Protocol Chair Pat Cane, McKenzie Fire & Rescue

President Karen Bracken called the second quarter meeting to order at 7:17 p.m. Special guests in attendance was Tara Constantine of Astoria Fire Department, Micki Valentine of Lyons Fire Department, Sheryl Forrest from Jefferson Fire Department, Deb Keehn of Albany Fire Department, Gail Martin from Crooked River Ranch, Brenda Burks of Winston-Dillard RFPD, Ann Walker-Bierman of Douglas CO RFPD # 2 and Amy Anderson-Rice of Roseburg Fire Department.

APPROVAL OF MINUTES - A motion was made by Susan Mootry to approve the minutes of the February 8, 2007 First Quarter Board Meeting. The motion was seconded by Barb Kunkel and was approved unanimously.

CORRESPONDENCE – A thank you note was received from Mickey Valentine from Lyons RFPD for the flowers and get well card that was sent to her. Mickey was in a car accident.

TREASURER'S REPORT- Treasurer Rhonda Grant distributed and reviewed the Treasurer's Reports, highlighting (1) Checking account balance of \$2,765.65 (2) Money Market Account balance of \$4455.34 (3) Scholarship balance of \$4,656.50 totaling \$11,877.49. A motion was made by Susan Mootry to approve the Treasurer's Report as presented. The motion was seconded by Janet Huston and was approved unanimously.

REGIONAL REPRESENTATIVE REPORTS

Region 1 - Representative Jane Herman reported that she has contacted the Chiefs from her area and invited them to the Fall Conference to let them know about OFSOA.

Region 2 - Vicky Dosier reported that she has 31 members in her region and 11 will be coming to the workshop.

Region 3 - Janet Huston reported that she has verbally contacted fire departments on Coast to promote OFSOA. She also let them know about the workshop and conference.

Region 4 - Representative Jill Dorrell was not in attendance and had no report.

Region 5 - Paula Wydra gave a report for Bonita Johnson who was not in attendance. Paula Wydra reported that the members of region 5 have had a couple of lunch meetings.

Liaison - Representative Elaine Parrott was not in attendance.

COMMITTEE REPORTS

Membership- Barb Kunkel reported that we have received 109 renewals including three associate and thirteen new members. With eleven lifetime members, we have a total of 120 members.

Hospitality- Laura Houston sent a card and flowers to Mickey Valentine.

Merchandising- Terri Hall was not in attendance.

Education- Laurie Wilkerson stated that she would like to send out post cards to members to do a survey to find out why members are not attending the workshops or the conferences. President Karen Bracken stated that she would like to see that done to see if we get a response.

Conference 2007- Jane Herman reported that she had a committee working on the conference and they were working on getting the speakers. The theme of the conference is "Harvesting Your Potential". The dates of the conference are October 17, 18 19, 2007.

Accreditation- Rebecca Hollenbeck was not in attendance, but Karen Bracken read an email that Rebecca had sent to Karen. Rebecca stated in the email that she had not received any new inquires. Rebecca plans to provide a list of training topics that have not been covered to the education committee and conference committee. She also plans on developing the accreditation information on the website and update the forms and

training history.

Communication- Lori Fawcett was not in attendance and had no report.

Web Site- Laura Houston was not in attendance. Karen Bracken read an email that Laura had sent to her. Laura wanted to remind everyone to forward any items that need updated or any new items as they happen, so she can update the website. Laura also stated that membership renewals and resource manual update request will be coming out shortly; are there any additional and/or changes to the questions on the back of the form that anyone would like to include?

Protocol- Pat Cane reported that she hadn't heard of any changes that needed to be made in the by laws.

LIAISON REPORTS

Oregon Life Safety Team- Representative Laura Houston had a copy of the minutes from the March 22nd, 2007 meeting for the board to read.

OAIRS- Amy Anderson-Rice reported that the OAIRS board was in the bidding process for the new system and they will be moving forward. Amy would like any recommendations for comments from OFSOA members.

REPORT FROM GUEST VISITORS

Sheryl Forrester stated that she had bears for sale for \$6.00 each and would benefit Safe Kids.

BUSINESS ITEMS

Workshop 2007- Karen Bracken presented Brenda Burks with a plant thanking her for putting on the workshop.

Conference 2008- Bonita Johnson was not in attendance. Paula Wydra reported that the hotel was reserved and the committee was meeting to plan the conference.

Resource Manual- Laura Houston was not in attendance. Karen Bracken read an email that Laura has the new manual posted. Laura would like any comments or suggestions.

Scrapbooking- Pat Cane reported that Terri Hall has the organizations stored pictures and would like to know if anyone is interested in putting a scrapbook together.

Contract For Services- Karen Bracken reported that the contract is no longer valid with Griffin-Tabor. She stated that she is working with Teri Van Wagner to develop a

letter of understanding with Western Fire Chiefs Association. WFCA has assumed administrative duties for OFCA and many other Oregon Fire service organization.

Membership Dues- Karen Bracken stated that members have asked about prorating the dues if a member joins mid way through the year. Karen suggested that new members pay full price for the first six months and after that prorate the dues. Deb Keehn suggested if they join sixty to ninety days for less before the end of the year, then let them pay for the following year.

Strategic Plan- It was a consensus of the Board that the Board will go over the Strategic Plan at the July meeting.

GOOD OF THE ORDER

Rhonda Grant put a binder together for “Planning a Successful Event” for the future events including workshops and conferences.

Rhonda Grant had a box of miscellaneous items for anyone to take.

OTHER BUSINESS

Karen Bracken informed everyone of the Fire Equipment Expo in Portland on May 18th & 19th. She stated that we need 8 people to help and lodging is available for out of town members

MEETING SCHEDULE

President Karen Bracken set forth the schedule for the next regularly scheduled board meetings as follows,

July 19th- 1:00p.m. Tualatin Valley Fire & Rescue Administration Building

October 16th-7:00 p.m. Hood River

ADJOURNMENT

As there was no further business to come before the Board at this time, President Karen Bracken adjourned the meeting at 8:45 p.m.

Respectfully submitted,

PAULA WYDRA

Paula Wydra, Secretary