

**OREGON FIRE SERVICE OFFICE ADMINISTRATORS  
BOARD OF DIRECTOR'S MEETING MINUTES  
Red Lion Hotel, Medford, Oregon  
Second Quarter    April 19, 2006**

**ATTENDANCE**

- President Karen Bracken, Keizer Fire District
- Vice President Vickie Dones, Lebanon Fire District
- Secretary Janet Huston, Siuslaw Valley Fire and Rescue
- Treasurer Rhonda Grant, Stayton Fire District
- Immediate Past President Gloria Gass
- Region 1 Rep Jane Herman, Mid-Columbia Fire & Rescue
- Region 2 Rep Monica Petrone, Marion Co. RFPD No. 1
- Region 3 Rep Cheryl Hunter, Lane Co. Fire District #1
- Region 4 Rep Jill Dorrell, Newberg Fire Department
- Region 5 Rep Bonita Johnson, La Pine RFPD
- Education Chair Susan Mootry, Tualatin Valley Fire & Rescue
  - 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 Board Meeting to order at 7:09 p.m. Special guests in attendance were Anna Kindred of Marion Co. RFPD No. 1, Lauri Wilkerson of Jackson County Fire District #3, and Tara Constantine of Astoria Fire Department, Tina Greiner of Scio RFPD, and Micki Valentine of Lyons Rural Fire District.

**INSTALLATION OF OFFICERS** – President Karen Bracken installed Bonita Johnson as Region 5 Representative.

**APPROVAL OF MINUTES** – *A motion was made by Jill Dorrell to approve the minutes of the January 12, 2006 Regular Board Meeting. The motion was seconded by Jane Herman and was approved unanimously.*

**CORRESPONDENCE** – There was no correspondence.

**TREASURER'S REPORT** – Treasurer Rhonda Grant distributed and reviewed the Treasurer's Reports, highlighting (1) checking account balance of \$1,574. (2) Money Market Account balance of \$6,453.52 (3) Scholarship balance of \$4,056.50 totaling

\$10,510.02. *A motion was made by Bonita Johnson to approve the Treasurer's Report as presented. The motion was seconded by Vickie Dones, and was approved unanimously.*

## **REGIONAL REP REPORTS**

***Region 1-*** Representative Jane Herman reported that she emailed everyone in her region reminding them of the Workshop. It is her plan to send a letter to let her region know that the 2007 Conference will be in Hood River. Karen indicated that she spoke with Randy Simpson of the State Fire Marshal's Office and he would be happy to help with Conference 2007, as would Chief Fowler of Pendleton Fire.

***Region 2-*** Representative Monica Petrone was not in attendance.

***Region 3-*** Representative Cheryl Hunter was not in attendance.

***Region 4-*** Representative Jill Dorrell reported that she has sent out two emails.

***Region 5-*** Representative Bonita Johnson reported that she mailed out the Workshop flyer to the members in her region and she emailed them as well.

***Liaison-*** Representative Elaine Parrott was not in attendance.

## **COMMITTEE REPORTS**

***Membership-*** Barb Kunkel distributed the most current membership listing, reporting that as of April 17, 2006, we have 129 members, including six Associate Members and nine Lifetime Members. She indicated that since January, we have two new members, Pat Davis from Klamath County FD #1 and Jennifer Molina from Estacada RFD #69.

***Hospitality*** – Laura Houston reported that Lauri Wilkerson has done a lot of work on the Hospitality Suite (Rooms 141 and 142). She indicated that the Hospitality Suite will be open until 9:00 p.m. on Wednesday evening. The hospitality suite will be open from 7:00 a.m. until 8:30 a.m. for breakfast, and for breaks, as well. Laura indicated that she sent a card to Karen Bracken when she had surgery, and she sent out two Welcome Packets during this past quarter.

***Education-*** Susan Mootry was not in attendance.

***Conference 2006-*** Susan Mootry was not in attendance, however, Tara Constantine reported that the contracts with Seaside Best Western Ocean

View Resort have been signed. Tara indicated that she needs some guidance due to the fact that she has never organized a conference before. Rhonda Grant stated that there is a box of materials and instructions for setting up a conference. She will get the box to Tara. President Karen Bracken indicated that she will meet with Tara before the end of the workshop to discuss the Conference.

**Accreditation** - Rebecca Hollenbeck was not in attendance. Laura Houston reported that there was one inquiry pertaining to accreditation. Lauri Wilkerson asked what happens to the accreditation paperwork after it is submitted. We will be in contact with Rebecca to learn about the paper trail.

**Protocol** – Pat Cane was not in attendance.

**Communication** – Lori Fawcett was not in attendance, however, she submitted a report to Communication Liaison Janet Huston which included an updated Publication Timeline (attached). Lori is looking for someone to be in charge of the ‘postcard responsibility’ and indicated that if no one was willing to take on that task, she will “focus on that component” as well. There followed discussion about postcards, their uses, and whether someone needs to be in charge of the task or if the individuals sending out postcards can maintain the responsibility. Lastly, Lori wished to congratulate those who contributed to the most recent 6<sup>th</sup> Bugle, stating that “it had interesting content and was well received by our membership”.

**Website**- Laura Houston reported that the new website is up and running, and working well. Phil Hull and Pat Cane helped Laura with various sections of the site. She indicated that the Agenda will be able to be included on the website, as well as the minutes. The parties responsible for the content will be trained to access the website and post the documentation, for example, the Secretary will be trained to add the minutes to the site.

### ***Liaison Reports:***

**Oregon Life Safety Team** – Laura indicated that the next campaign Oregon Life Safety Team is working on is ‘Smoke Detectors or Alarms’, and she indicated that the team’s membership is growing. President Karen Bracken indicated that Tari Glocar of the Oregon State Fire Marshal’s Office will attend our board meeting in Seaside to make a presentation regarding legislation for fire-safer cigarettes.

**Fire Service Memorial** – Laura reported that the Fire Service Memorial is slated to be completed soon, in conjunction with the completion of the new

Training Center.

**OAIRS** – Amy Anderson-Rice was not in attendance. Laura Houston indicated that there is talk of pending changes to the OAIRS and that emergency services reporting may be going to an online format.

**Report from Guest Visitors** – There were none.

### **Business Items**

(1) **Spring 2006 Workshop** – Lauri Wilkerson reported that registration starts at 8:00 a.m. and the Workshop begins at 9:00 a.m. She indicated disappointment in the lower than usual attendance. Vickie Dones and President Karen Bracken presented Lauri with a gift in appreciation for all her work on the 2006 Workshop.

(2) **Conference 2007** – Jane Herman indicated that she isn't sure that she can be the Chair, however, she stated that Conference 2007 will be held at Hood River Best Western. The plan is to hold the conference on Wednesday, Thursday, and a half day Friday, with the Banquet on Thursday evening.

President Karen Bracken asked about Conference 2008. After discussion, Bonita Johnson will check out some options, and President Karen Bracken indicated that she would look into the possibility of having the next workshop in Salem.

(3) **Resource Guide Update** – Laura Houston reported that her plan is to put the Resource Guide into the Members' Section of the website. Unfortunately, that section hasn't launched as yet. President Bracken indicated that she really uses the Guide a lot. Laura was asked how difficult it will be to update it, once the Guide is on the website. Laura indicated that it is simply the issue of time, and asked President Bracken which sections of the Guide is used the most, and perhaps she could start with those sections first. President Bracken indicated that she refers to 'Contacts' and 'Comparables' regularly.

(4) **Budget Committee** – Rhonda Grant reported that the policy states that we should have a budget. President Bracken stated that she would like the general membership to become involved. It was determined that Rhonda would request volunteers to serve on the budget committee at the Workshop

(5) **Life Membership** – President Karen Bracken asked if there were any

nominations for lifetime members and there was no response.

There followed a brief discussion pertaining to Immediate Past President Gloria Gass' involvement with the fire service. President Karen Bracken indicated that she would contact Gloria to determine if Gloria was still affiliated with the fire service.

- (6) **Activate Nominations' Committee** – It was determined that we would table the activation of the Nominations Committee until the July Board Meeting.
- (7) **Board Meeting Attendance** – President Karen Bracken indicated that there have been questions/comments pertaining to absences at board meetings. She reported that Accreditation Chair Rebecca Hollenbeck rarely attends the board meetings, however, she is not overly concerned due to the fact that she (1) is a sub-committee, (2) always submits a report to be read at the board meetings, and (3) works so hard on reviewing and approving the applications for accreditation. There was no further discussion.
- (8) **Strategic Plan** –

- a. **Objective 3-B – Contact non-members to increase their awareness of OFSOA and encourage them to join.**

President Karen Bracken asked Membership Chair Barb Kunkel if the list of non-member districts was distributed to the Region Reps. If not, it should be sent out. Making our brochure available on the website as well as distributing the 6<sup>th</sup> Bugle to all districts are efforts to increase awareness of OFSOA. It was determined that this objective will be tabled until our July meeting.

- b. **Objective 3-G – Take steps to gain non-profit status so we can apply for grants , protect the individual board members assets, and eliminate all questions concerning income taxes.**

Treasurer Rhonda Grant indicated that she has had a difficult time reaching an IRS representative to discuss the need for non-profit status. Thus far, she learned that there would be an annual fee based upon asset size. She hasn't, however, been able to determine if we really have to obtain the non-profit status. She will continue to research the issue and report her findings in July.

*Good of the Order* – There was nothing for the Good of the Order.

*Other Business* – There was no other business.

*Meeting Schedule* –

- Thursday, July 13<sup>th</sup> – Seaside Best Western Ocean View Resort - 11:00 a.m. Tour and Lunch, 2:00 p.m. Board Meeting.
- Tuesday, October 17<sup>th</sup> – Hospitality Suite, Seaside Best Western Ocean View Resort

### **ADJOURNMENT**

As there was no further business to come before the Board at this time, President Karen Bracken adjourned the meeting at 8:40 p.m.

Respectfully submitted,

Janet L. Huston

Janet Huston, Secretary