

**OREGON FIRE SERVICE OFFICE ADMINISTRATORS  
BOARD OF DIRECTOR'S MEETING MINUTES  
Keizer Fire District, Keizer, Oregon  
First Quarter      January 12, 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 first quarter Board Meeting to order at 2:05 p.m. Special guests in attendance were Elaine Parrott of Jefferson RFPD, Lauri Wilkerson of Jackson County Fire District #3, and Tara Constantine of Astoria Fire Department.

**APPROVAL OF MINUTES** – *A motion was made by Susan Mootry to approve the minutes of the October 19, 2005 Board Meeting, the October 20-21, 2005 Business Meeting, the October 21, 2005 Special Board Meeting, and the October 22, 2005 Post Conference Meeting. The motion was seconded by Barb Kunkel and was approved unanimously.*

**CORRESPONDENCE** – Laura Houston read a thank you note from Brenda Burks, Winston-Dillard RFPD.

**TREASURER'S REPORT** –

***Regular Report:*** Treasurer Rhonda Grant distributed and reviewed the Treasurer's Reports, highlighting (1) checking account balance of \$1,354.09 (2) Money Market Account balance of \$6,450.75 (3) Scholarship balance of \$3,756.50 totaling \$11,561.34

**Conference 2005 Financial Report:** Treasurer Rhonda Grant reported that all the attendees of the 2005 Conference have paid their fees. There are still a couple outstanding Fun Night payments. As of this date, income is \$10,316.45 and expenses are \$11,235.75 (includes \$80.10 scholarship and \$1,113.50 for awards), creating a negative \$919.30. This met with President Bracken's approval.

## **REGIONAL REP REPORTS**

**Region 1-** Representative Jane Herman had nothing to report. Karen commented that she spoke to Chief Fowler of Pendleton Fire who expressed interest in helping out should we have a conference in Eastern Oregon.

**Region 2-** Representative Monica Petrone had nothing to report.

**Region 3-** Representative Cheryl Hunter had nothing to report; however, she indicated that she has been unable to open Lori Fawcett's communications originating in Publisher. Janet Huston offered to print for her and mail any Publisher communications.

**Region 4-** Representative Jill Dorrell just acquired the database for her region, and has not had an opportunity to make contact with anyone as yet.

**Region 5-** Representative Bonita Johnson was not in attendance.

**Liaison-** Representative Elaine Parrott spoke on behalf of Bonita Johnson, indicating that she plans to contact her members.

## **COMMITTEE REPORTS**

**Membership-** Barb Kunkel distributed the most current membership listing, reporting that as of January 10, 2006, we have 130 members, rather than the 128 listed, and pointed out that we had 23 new members join OFSOA this past year. In addition Barb indicated that she updated District Reports indicating which departments have OFSOA members, and identifying agencies whose office personnel are not members of OFSOA. The District Reports will be forwarded directly to all Region Reps.

**Hospitality** – Laura Houston reported that in addition to sending flowers to Brenda Burks, she has been updating the member database, and she sent out 20 Welcome Packets. Because her numbers differ from Barb's, she will work with her to determine who else should get a Welcome Packet.

**Education-** Susan Mootry reported that she emailed Lauri Wilkerson and Tara Constantine responding to their interest in being on the Education Committee. Dave Lapof, of Keizer Fire District and Braun NW Ambulance, expressed interest in helping out on the committee, as well.

**Conference 2005** – Due to the fact that we ran in the negative on the 2005 Conference Susan Mootry prepared a Comparison of the income and expenses for the past four conferences, and noted that the comparison reflects that we spent considerably more on food at Conference 2005 than at previous conferences. There followed discussion on various ways we might reduce the food expense, including but not limited to; no snacks provided by the hotel and/or perhaps eliminating lunch on the last day.

**Accreditation** - Rebecca Hollenbeck was not in attendance.

**Protocol** – Pat Cane is currently working on two policy projects (1) Merchandising Committee (formerly Small Stores Guidelines) and (2) a Website policy. She urged the Board to contact her with ideas for either policy.

**Communication** – Lori Fawcett was not in attendance, however, Communication Liaison Janet Huston distributed a revised Publication Timeline, a Communication Communiqué, and a copy of Lori's report. Janet stated that because the Newsletter is to be out by February 15<sup>th</sup>, Lori must have the articles no later than January 31<sup>st</sup>. Phil Hull resigned his position on the Communications Committee as contributor of the Region Rep Report. Shaney Wanner has offered to be the liaison between the Region Reps and the Communications Committee. Lastly, Lori is unable to attend the Spring Workshop as she will be celebrating two milestones, her 20<sup>th</sup> wedding anniversary and her 40<sup>th</sup> birthday.

**Website-** Laura Houston reported that she, Pat Cane, and Phil Hull have received online training for our new website management program. Once it is up and running, Laura will train all the individuals who will be responsible for certain portions of the website, allowing them to make changes from their individual computers. Barring any unforeseen problems, it is Laura's goal to have the new website up and running so that people can register for the Spring Workshop online.

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

**Oregon Life Safety Team** – Laura reported that the team is brainstorming topics that will be added to the 'Home Fire Safety Is Up to You' campaign, and commented about the Smoke Detector problem that has been discovered.

Smoke Detectors without the features required by Oregon have turned up in Oregon via out-of-state suppliers to the larger stores found nationwide.

**Fire Service Memorial** – Laura reported that everything is in order; they are making progress on the wall and the Maltese cross, and are hoping to have it completed in time for the grand opening of the new DPSST facility.

**OAIRS** – Vice President Vickie Dones reported on behalf of Amy Anderson-Rice of Roseburg Fire Department, who indicated that the task force accomplished the initial goal set forth by Nancy Orr, State Fire Marshal. A new group, Standing Advisory Committee, is being created in an effort to provide guidance and recommendations to the State Fire Marshal. She is hoping to serve on that committee.

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

### Business Items

- (1) **Spring 2006 Workshop** – Lauri Wilkerson reported that the workshop is now being held on April 20<sup>th</sup> and 21<sup>st</sup>. Hotel accommodations will be at the Red Lion Inn and the newly renovated rooms will cost \$70.00 per night. Although Lauri is still working on the schedule, a portion of the training sessions will be held at Jackson County Fire Dept. No. 3. Lauri indicated that our Fun Night will be at the Shakespeare Festival. She distributed a flyer providing a brief synopsis of the play 'Intimate Apparel' that we will attend for \$17.40. There following discussion pertaining to the possibility of a classroom setting at the Red Lion Inn and whether or not we will meet the room count allowing us to use the room at no charge. Also discussed were various options pertaining to hospitality. Lauri noted that there are some very nice things to do in the Medford area, including visiting Jackson & Perkins and Harry & David.
  
- (2) **Conference 2006** – Tara Constantine of Astoria Fire is the new Committee Chair for this conference. She indicated that she spoke to the Hospitality agent/manager at the Best Western in Seaside and received a packet which includes room, food choices, and prices, as well as the availability of meeting rooms. She indicated that her committee includes Jean Kirkland of Clatskanie RFPD and Mike Graham of Cannon Beach Fire & Rescue. It was decided that Tara is to ask for a hospitality suite and we will not have lunch on Friday. We discussed the possibility of having a Bunko Fun night again since it was so well-received at a previously workshop. The Board Meeting will be held on the Tuesday, October 17<sup>th</sup> and the conference will be Wednesday, Thursday and a half day on Friday. President Karen Bracken

asked Tara to update her monthly.

- (3) **Conference 2007** – Susan Mootry reported that Conference 2007 is in Hood River and the contract is in the process of being finalized.
- (4) **Small Stores Guidelines** – Protocol Chair Pat Cane will send the final draft to the April board meeting. She reminded the board that she will not be attending the April Workshop. It was reported that Darla Sheldon is unable to contribute time to OFSOA at this time and that Theresa Hall of Sunriver Fire has offered to maintain the Small Store.
- (5) **Policy Addition –Web Site Committee** – Pat Cane distributed the Web Site Committee policy that was previously adopted in April, 2004.
- (6) **Resource Guide Update** – Laura Houston reported that she is still working on updating the database and that she needs some help. Lauri Wilkerson offered to help. It was decided that she will make the Resource Manual available on the website.
- (7) **Strategic Plan**

**a. Objective 1-F Publish and distribute a quarterly electronic bulletin to keep members informed of current events.**

President Karen Bracken indicated that she will work on this objective. It was decided that Secretary Janet Huston is to have the minutes completed within 10 days after each Board Meeting with the intent of forwarding a draft of the minutes to the membership with an email message from the President.

**b. Objective 2-A Utilize OFSOA members to deliver training and education to reduce costs and improve the quality and quantity of training.**

Laura Houston reported that the Special Skills report she created will assist the Education Committee in their efforts to meet this objective and Susan Mootry indicated that the Education Committee will work on this objective.

**Good of the Order** – President Karen Bracken distributed a portion of the January 2006 Edition of EMS LawLines prepared by Page, Wolfberg & Wirth in which they outlined the final regulations for the Uniformed

Services Employment and Reemployment Rights Act of 1994. She encouraged everyone to share this information with their Fire Chief and make the appropriate changes to policies and procedures.

***Other Business*** – President Bracken read an email from Darla Sheldon in which she indicated that she was no longer able to be active in OFSOA.

***Meeting Schedule*** – President Bracken set forth the schedule for next regularly scheduled board meetings, as follows:

Wednesday, April 19<sup>th</sup> at 6:00 p.m. at Jackson Co. FD #3 in White City

Thursday, July 13<sup>th</sup> at 11:00 a.m. in Seaside

Tuesday, October 17<sup>th</sup> at 6:00 p.m. in Seaside

## **ADJOURNMENT**

As there was no further business to come before the Board at this time, President Karen Bracken adjourned the meeting at 4:06 p.m.

Respectfully submitted,

Janet L. Huston

Janet Huston, Secretary