

**OREGON BOARD OF DIRECTOR'S MEETING MINUTES
FIRE SERVICE OFFICE ADMINISTRATORS
Best Western Hood River Inn
October 16, 2007
Fourth Quarter**

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 fourth quarter meeting to order at 6:15 p.m. Special guests in attendance were Deb Keehn of Albany Fire Department and Sheryl Forrest from Jefferson Fire Department.

APPROVAL OF MINUTES - Elaine Parrott moved a motion to approve the minutes of the July, 19, 2007 Third Quarter Board Meeting. The motion was seconded by Susan Mootry 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 \$4,086.07
- (2) Money Market Account balance of \$10,967.65
- (3) Scholarship balance of \$5,116.10 totaling \$20,169.82

Susan Mootry moved a motion to approve the Treasurer's Report as presented. The motion was seconded by Jill Dorrell and was approved unanimously.

REGIONAL REPRESENTATIVE REPORTS

- Region 1** Representative Jane Herman reported that she has seven members in her region and nine members including Chiefs. Jane stated that she tried to contact Dan Martinez from Warm Springs Fire Department and she did not get a response. Dan did not renew his membership.
- Region 2** Vickey Dosier reported that she has a total of thirty three members, nineteen of which are attending conference. Vickey reported that she has five new members and she has two members that did not renew their membership.
- Region 3** Janet Huston reported that she has twenty-one members including three new members' twelve members are attending the conference. Janet said that she plans on setting up a luncheon for her region.
- Region 4** Jill Dorrell reported that she has fifty-four members in her region, seventeen of which are attending conference. Jill said that two of her members have retired. Pat Cane suggested listing the retired and the new members in the newsletter.
- Region 5** Bonita Johnson reported that she has fifteen members in her region, three of which are attending the conference. It was reported that two members in her region have not renewed their membership.
- Liaison** Elaine Parrott reported that she continues communicating with the region representatives and she encourages the representative to keep in contact with their members.

COMMITTEE REPORTS

- Membership** Barb Kunkel reported that as of October 15, 2007 there are 111 renewals; 12 new members, 4 associate members and 11 lifetime members totaling 122 members.
- Hospitality** Bonita Johnson reported that she will be hosting the hospitality room during the conference; she will be serving breakfast from 7:00 am until 8:30 am in room number 409.
- Education** Lauri Wilkerson informed the Board that there has been a misunderstanding with a conference speaker; Lauri understood the price of the speaker was going to be \$500, but Shelly Lucas quoted \$500 per hour. Lauri stated that Shelly is willing to work with the Board and the cost. Elaine Parrott suggested splitting the difference. Lauri said that she thought Shelly would agree to that. The total bill would have been \$1,310.
- Conference 2007** Jane Herman reported that the food was expensive, but the speakers were pretty economical. Jane said that Rhonda Grant, Karen Bracken and Lauri Wilkerson have stepped up and helped her with the conference. Jane stated that Thursday evening would be Bunco with dinner starting at 6:00 pm. Pat Cane suggested having a letter at the registration desk informing the attendees of the hospitality room.

Accreditation Rebecca Hollenbeck was not in attendance. Lauri Wilkerson reported that Mickey Valentine from Lyons Fire Department would be receiving her accreditation.

Protocol Pat Cane had nothing new to report.

Communication

Lori Fawcett was not in attendance; Paula Wydra reported on the 07-08 timeline and newsletter. It was further reported that the website information for the Communication Committee has been updated.

Website Laura Houston was not in attendance; Paula Wydra reported that board members need to update their information on the website.

LIASON REPORTS

Oregon Life Safety Team

Laura Houston was not in attendance; Elaine Parrott reported on the Oregon Life Safety Team and the purpose of the team. It was further reported that Oregon Life Safety Team is currently campaigning for home fire safety in conjunction with a grant received from OVFA.

OAIRS Amy Anderson-Rice was not in attendance; Karen Bracken will be reporting at the annual business meeting.

Report from Guest Visitors

There were no reports given by guest visitors.

BUSINESS ITEMS

- (1) **Workshop 2008**-Vickey Dosier reported that she has looked at hotels in her area and she has some topics in mind. The dates of the workshop are April 16, 17, 18, 2008.
- (2) **Workshop 2009**-President Karen Bracken reported that Chemeketa Community College is interested in hosting the workshop in 2009.
- (3) **Conference 2008**-Bonita Johnson reported that Conference is being held in Bend at the Ameritel; she has reserved a block of guest rooms and conference rooms.
- (4) **Conference 2009**-President Karen Bracken reported that Amy Anderson-Rice from Roseburg is interested in hosting the Conference 2009.
- (5) **Newsletter** President Karen Bracken reported on the fall newsletter; it was reported that newsletter articles need to be submitted in a timelier manner to be included in the publication.

(6) QuickBooks Rhonda Grant reported that OFSOA is currently using QuickBooks version 2002 which needs to be upgraded to a more current version. A motion was made by Susan Mootry to purchase an updated version of QuickBooks. The motion was seconded by Jill Dorrell and passed unanimously.

(7) Conference Dates-President Karen Bracken reported on an email from Tara Constantine; Tara requested the board to consider moving the conference dates to a different week, as it conflicts with the Annual Safe Kids National Conference. The Board discussed the issue with no action being taken.

GOOD OF THE ORDER

Merchandise President Karen Bracken reported that Amy Anderson-Rice is interested in taking over the merchandise.

Hospitality Purchases President Karen Bracken that hospitality type items purchased will stay with OFSOA and requested an inventory list be completed.

Nominations Elaine Parrott reported that no one has submitted paperwork to run for the treasurer position.

OTHER BUSINESS

President Karen Bracken suggested having a separate meeting to go through the strategic plan.

MEETING SCHEDULE

The regularly schedules meetings are schedules at the Hood River Best Western Inn as follows:

- October 17th 12:00 p.m. Business Session
- October 18th 12:00 p.m. Business Session cont.
- October 19th 12:30 p.m. Post Conference Meeting

ADJOURNMENT

As there was no further business to come before the Board at this time, President Karen Bracken adjourned the meeting at 8:05 p.m.

Respectfully Submitted,

Paula Wydra
Secretary