

**OREGON FIRE SERVICE OFFICE ADMINISTRATORS
ANNUAL BUSINESS MEETING MINUTES
BEST WESTERN HOOD RIVER INN
OCTOBER 17 & 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 Annual Business Meeting to order at 11:50 a.m., welcomed everyone in attendance and introduced the board members.

INTRODUCTION OF LIFE MEMBERS OR SPECIAL GUESTS

There were no life members or special guests.

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

REGIONAL REPRESENTATIVE REPORTS

- Region 1** Jane Herman reported that she has seven members in her region and three are at the conference.
- Region 2** Vickey Dosier reported that she has thirty three members in her region and twenty are attending the conference.
- Region 3** Janet Huston reported that she has twenty one members in her region and twelve are at the conference.

Region 4 Jill Dorrell reported that she has fifty four members in her region and seventeen are attending the conference.

Region 5 Bonita Johnson reported she has thirteen members in her region and three are attending the conference.

BUSINESS ITEMS

- (1) **Available Board Positions** – Liaison Elaine Parrott indicated the following Board positions are available, Region 4 Representative, Region 5 Representative, Vice President and Treasurer. Elaine read the job descriptions and explained the nominations procedure.

Nominations received, thus far, are:

Region 4 - Jill Dorrell

Region 5 - Bonita Johnson

Treasurer -

Vice President - Susan Mootry and Rhonda Grant

1st call for Nominations-No additional nominations at this time.

- (2) **Audit Committee Selection**-Protocol Chair Pat Cane indicated that each year an informal review of the financial records from the prior year is conducted. The following members volunteered to be on the Audit Committee: Diane Nave, Julie Ratoza and Jennifer Moilna.

President Karen Bracken asked the membership if anyone would be interested in putting a photo album and scrap book together for OFSOA. Brenda Burks and Ann Walker-Bierman indicated they would be interested.

RECESS CALLED

As there was no further business to come before the Board at this time, President Karen Bracken recessed the meeting at 12:05 p.m.

BUSINESS MEETING RECONVENED

President Karen Bracken called the second session of the annual business meeting to order at 12:06 p.m. on Thursday, October 18, 2007.

COMMITTEE REPORTS

Membership Barb Kunkel reported that as of October 15, 2007, we have received 111 renewals, including 12 new members, 4 associates and 11 lifetime members. A total of 122 members.

getting their accreditation.

Protocol Pat Cane reported that the OFSOA by laws and policies are now on the website and if anyone has any questions to please contact her. Pat Cane then reported that she is currently working on a officer history project. Pat Cane then requested anyone who needs a metal name badge to let her know and she would get one ordered.

Communication

Website

Laura Houston was not in attendance; Paula Wydra read an email from Laura that stated she would like the board members to update their information on the website.

Resource Guide

Laura Houston was not in attendance; however Paula Wydra read an email from Laura that stated the document is searchable and indexed and is a PDF document. Laura stated you can save the file on your computer or print it out and place it in a binder. Laura would like everyone to get their renewal applications in, so the information can be put into the resource guide.

Liaison Reports

Oregon Life Safety Team

Laura Houston was not in attendance; however Elaine Parrott gave an update on the Oregon Life Safety Team. Elaine stated that the purpose of the team was to coordinate and implement statewide fire prevention education. The team is currently campaigning home fire safety in conjunction with a grant from OVFA.

OIARS

Amy Anderson-Rice was not in attendance; President Karen Bracken reported that Amy is participating on the OIARS Committee and reported that OAIARS is moving forward, the funding has been approved and a new contract should be signed by February 2008. The new program is expected to be complete in January 2009.

BUSINESS ITEMS

Audit Committee Report

Pat Cane stated the Audit Committee met and the audit is successfully completed. The Committee agreed with the ending balance.

- 2008 Workshop Vickey Dosier with City of Salem Fire Department will be hosting the 2008 workshop; workshop dates are April 17 & 18, 2008.
- 2008 Conference Bonita Johnson reported on the 2008 conference that is being held in Bend at the Ameritel Inn.
- 2009 Conference President Karen Bracken reported that Amy-Anderson Rice would like to host the 2009 conference in Roseburg.
- 2009 Workshop President Karen Bracken reported that Chemeketa Community College would like to host the 2009 workshop.

Nomination Speeches All the candidates introduced themselves and indicated why they were interested in serving on the board as follows:

Region 4 – Jill Dorrell-Newburg Fire Department, incumbent and running unopposed.

Region 4-Bonita Johnson, LaPine Fire District, incumbent and running unopposed.

Treasurer- Brenda Burks, Winston-Dillard Fire District and Rebecca Shivers-Singleterry, Turner Fire District.

Vice President-Rhonda Grant, Stayton Fire District and Susan Mootry, Tualatin Valley Fire & Rescue.

2nd Call for Nominations-No additional nominations at this time.

Pat Cane announced that the nominations have been closed. Susan Mootry made a motion that we accept the slate of officers. The motion was seconded by Pat Cane and passed unanimously.

ADJOURNMENT

As there was no further business to come before the Board at this time, President Karen Bracken adjourned the meeting at 12:32 p.m.

Respectfully Submitted,

Paula Wydra, Secretary