

**OREGON FIRE SERVICE OFFICE ADMINISTRATORS  
BOARD OF DIRECTOR'S MEETING MINUTES  
Bend, Oregon  
Post Conference Meeting, October 17, 2008**

**ATTENDANCE**

- President, Rhonda Grant, Stayton Fire District
- Vice President - Vacant
- Secretary Janet Huston, Siuslaw Valley Fire and Rescue
- Treasurer - Vacant
- Immediate Past President, Karen Bracken, Keizer Fire District
- Region 1 Rep Jane Herman, Mid-Columbia Fire & Rescue
- Region 2 Rep - Deb Keehn, Albany Fire Department
- Region 3 Rep Brenda Burks, Winston-Dillard Fire District
- Region 4 Rep Jill Dorrell, Newberg Fire Department
- Region 5 Rep - Vacant
- Education Chair – Laurie Wilkerson, Jackson County Fire District 3
  - ✓ Accreditation Chair – Susan Mootry, Tualatin Valley Fire & Rescue
- Membership Chair Barb Kunkel, Portland Fire Bureau
  - ✓ Hospitality Chair Laura Houston, Stayton Fire District
- Communications Chair Lori Fawcett, Canby Fire District No. 62
  - ✓ Website Chair Laura Houston, Stayton Fire District
- Protocol Chair Pat Cane, McKenzie Fire & Rescue

President Rhonda Grant called the Post Conference Board Meeting to order at 12:30 p.m. Special guests in attendance were Amy Anderson-Rice, Vickey Dosier, Pam Webber, and Paula Wydra.

**RECAP OF BOARD ELECTIONS**

Board members as duly elected and sworn in are President Rhonda Grant, Secretary Janet Huston, Region 1 Jane Herman, Region 2 Deb Keehn, and Region 3 Brenda Burks. Current Board vacancies are Vice President, Treasurer, and Region 5.

**TREASURER'S REPORT**

Acting Treasurer Rhonda Grant reported that the theme basket raffle brought in \$371.00 and the silent auction made \$335.50. Amy Anderson-Rice reported that sales from the Small Store were \$389.50.

**CORRESPONDENCE** None

**BUSINESS ITEMS**

***Conference Awards:*** The following awards were given out at the banquet. Karen Bracken for one term as President, Paula Wydra for one term as Secretary, Jane Herman, Vickey Dosier and Janet Huston for one term each as Region Representatives. Fifteen Year Awards to Bobbi McConkey and Cheryl Miles. The President's Award was presented to State Fire Marshal Nancy Orr.

**2009 Workshop Committee:** Past-President Karen Bracken indicated that Tania Kleinschmit of Chemeketa Emergency Services is hosting the workshop scheduled for April 23<sup>rd</sup> and 24<sup>th</sup>. In addition to Tania, the workshop committee will include Deb Keehn, Anna Kramer, and Vickey Dosier.

**2009 Conference Committee:** Karen Bracken reported that Phyllis Palmer of Depoe Bay and Janet Huston of Siuslaw Valley Fire and Rescue have offered to chair the conference in Newport scheduled for October 14<sup>th</sup>, 15<sup>th</sup>, and 16<sup>th</sup>. The board meeting will be Tuesday, October 13<sup>th</sup>.

**Establish Future Meeting Dates:** The future meeting dates for 2009 are, as follows:

- January 14<sup>th</sup> – DPSST at 1:00 p.m.
- April 22<sup>nd</sup> – Renaissance Inn, Keizer. Dinner at 6:00 p.m. and meeting at 7:00 p.m.
- July 15<sup>th</sup> – Wilson Heirgood Inc., Eugene. Lunch at noon, meeting at 1:00 p.m.
- October 13<sup>th</sup> – Hallmark Inn, Newport. Dinner at 6:00 p.m. and meeting at 7:00 p.m.

**Disposal of Ballots:** Jill Dorell made a motion to dispose of the ballots for the 2008 election. The motion was seconded by Jane Herman and was approved unanimously.

## **OTHER BUSINESS**

President Rhonda Grant stated that we have three vacant positions, Vice President, Treasurer, and Region 5 Representative. Susan Mootry, Vickey Dosier, and Paula Wydra, respectively, have expressed an interest in filling these positions for the balance of the terms. Brenda Burks made a motion to appoint Susan Mootry for Vice President, Vickey Dosier for Treasurer, and Paula Wydra for Region 5 Rep. The motion was seconded by Karen Bracken and was approved unanimously.

In addition, President Rhonda Grant reported that Pam Webber, Medford Fire District, has volunteered to assist Laurie Wilkerson on the Education Committee.

Pat Cane reported that Diane Tucci, Ashland Fire and Rescue, is retiring in December. There followed discussion regarding a life membership being awarded to her. In addition, the board was made aware of the fact that Ann Walker-Bierman has been a member of OFSOA for at least 15 years collectively. The membership roster, however, doesn't reflect it, perhaps because of a break in membership. We wish to recognize Ann for her dedication to OFSOA and Pat Cane indicated that she would research Ann's membership and report her findings at our next board meeting.

Bonita Johnson suggested that we provide the conference catering company a \$100 gratuity for their efforts at the conference lunches and banquet. Following a brief discussion, Karen Bracken made a motion that we pay \$100 gratuity to the catering company. The motion was seconded by Deb Keehn and was approved unanimously.

President Rhonda Grant indicated the need to have our own laptop computer, primarily for our treasurer to maintain our finances, but certainly, there would be opportunities for other applications, as well. Following discussion, *Susan Mootry made a motion that we research and purchase a laptop computer with a \$1,000 budget. The motion was seconded by Brenda Burks and was approved unanimously.* Rhonda Grant will begin research for the purchase.

## **ADJOURNMENT**

As there was no further business to come before the Board at this time, President Rhonda Grant adjourned the meeting at 1:05 p.m.

Respectfully submitted,

*Janet Huston*

Janet Huston, Secretary