

**OREGON FIRE SERVICE OFFICE ADMINISTRATORS  
BOARD OF DIRECTOR'S MEETING MINUTES  
Seaside, Oregon  
Post Conference Meeting, October 20, 2006**

**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 - Vacant
- 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 - Vacant
  - 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, Clackamas County Fire Department No. 1
  - Website Chair Laura Houston, Stayton Fire District
- Protocol Chair Pat Cane, McKenzie Fire & Rescue

President Karen Bracken called the Post Conference Board Meeting to order at 12:17pm. Special guests in attendance were Tara Constantine of Astoria Fire Department, Elaine Parrott of Jefferson RFPD, and Lauri Wilkerson of Jackson County Fire District #3.

**RECAP OF BOARD ELECTIONS** – President Karen Bracken introduced the new members of the Board; Karen Bracken, President, Susan Mootry, Vice President, and Paula Wydra, Secretary.

**TREASURER'S REPORT** – Treasurer Rhonda Grant reported that forty people came to the President's Fun Night and \$390 was made. The store brought in \$438, the raffle brought in \$341, and the silent auction brought in \$522.50.

**CORRESPONDENCE** – There was no correspondence.

**BUSINESS ITEMS**

***Conference Awards:*** The following awards were given out at the banquet. Karen Bracken for one term as President, Vickie Dones for ½ term as Vice President, Rhonda Grant for 1 term as Treasurer, Jane Herman, Monica Petrone, and Cheryl Hunter for 1

term each as Region Representatives, Life time Memberships Vickie Dones and Gloria Gass, and the Presidents Award was given to Pat Cane.

***Spring Workshop Committee:*** President Karen Bracken reported that Brenda Burks from Winston Dillard has indicated that she would be interested in hosting the Spring Workshop for 2007. Bonita Johnson asked if there is lodging in the area. Karen stated that there was. Karen will be getting in touch with Brenda to confirm. The workshop will be held April 19<sup>th</sup> and 20<sup>th</sup>, 2007.

***2007 Conference Committee:*** Jane Herman reported that she is working on the theme for the Conference and that she has a committee that is interested in helping her. Bonita Johnson will be the Conference Chair for the 2008 Conference to be held in Bend. Bonita stated that she is looking for some direction for putting on a conference.

***Past President Position:*** President Karen Bracken stated that the Past President position is open and that we need someone to fill that position. Elaine Parrott expressed interest in the position. *Rhonda Grant made a motion to appoint Elaine Parrott as Past President. The motion was seconded by Susan Mootry and was approved unanimously.*

***Education Chair Position:*** President Karen Bracken stated that the Education Chair position is vacant due to Susan Mootry being elected as Vice President. President Karen Bracken then inquired if anyone is interested in being the Education Chair. Lauri Wilkerson expressed interest in the position. *Susan Mootry made a motion to appoint Lauri Wilkerson as the Education Chair. The motion was seconded by Barb Kunkel and was approved unanimously.*

***Establish Future Meeting Dates:*** The future meeting dates for 2007 are, as follows:  
January 18<sup>th</sup> – Keizer Fire District at 1:00 p.m.  
April 18<sup>th</sup> – Winston Dillard at 7:00 p.m. Dinner at 6:00 p.m.  
July 19<sup>th</sup> – Tualatin Valley Fire & Rescue at 1:00 p.m. at the Administration Bldg.  
October 16<sup>th</sup> – Hood River at 7:00 p.m.

***Disposal of Ballots:*** *Janet Huston made a motion to dispose of the ballots for the 2006 election. The motion was seconded by Barb Kunkel and approved unanimously.*

## **COMMITTEE REPORTS**

***Communications:*** Lori Fawcett reported that her goal is to get more active and get post cards out to all the members. She stated that she is on board with her new job and she has the support of her supervisor. Lori asked Barb Kunkel if she had a membership roster. Barb stated that she will give Lori a copy of the roster.

## **OTHER BUSINESS**

Laura Houston requested that we indicate 'FINAL DOCUMENT' on documents that are ready to be placed on the website.

Bonita Johnson asked how new Board Members get a name badge. Pat Cane stated that she would have Teri Van Wagner order them.

Elaine Parrott stated that she would like to remove herself from the Membership Committee, as she is now the Past President. As a result, Teri Van Wagner will be helping Barb Kunkel with the Membership Committee.

Laura Huston stated that she would like some feed back about the Hospitality Room. She stated that there was a lot of food left over. Bonita Johnson stated that she had the idea that the Region Representatives could possibly host in the mornings to be able to meet and greet and get to know everyone.

Karen Bracken asked if everyone liked the bags of snacks at the Conference. She received positive feedback.

## **GOOD OF THE ORDER**

***Scrapbooking-*** Pat Cane stated that it would be nice to have a scrapbook for OFSOA. Jane Herman said that Teresa from Sunriver Fire Department has some pictures. Pat said that maybe we could get the pictures and have them at the workshop and maybe someone would be interested in putting a scrapbook together.

## **MEETING SCHEDULE**

- Thursday, January 18, 2007 –Keizer Fire District, 1:00 p.m. Board Meeting

## **ADJOURNMENT**

As there was no further business to come before the Board at this time, President Karen Bracken adjourned the meeting at 1:17 p.m.

Respectfully submitted,

***PAULA WYDRA***

Paula Wydra, Secretary