

OREGON FIRE SERVICE OFFICE ADMINISTRATORS

Board Meeting Minutes –Fourth Quarter

Silverton, Oregon

October 11, 2011

3:00 pm

ATTENDANCE:

Executive Board:

- ✘ President Rhonda Grant, Stayton Fire District
- ✘ Vice President Susan Boyle, Tualatin Valley Fire & Rescue
- ✘ Secretary Mary Lou Busch, Mist-Birkenfeld RFPD
- ✘ Treasurer Susan Shepard, Polk County Fire District
- ✘ Immediate Past President Karen Bracken, Keiser Fire District
- ✘ Region 1 Rep Jane Herman, Mid-Columbia Fire District
- ✘ Region 2 Rep Deb Keehn, Jefferson Fire District
- ✘ Region 3 Rep Ellen Steele, Goshen RFPD
- Region 4 Rep, Jill Dorrell, Newberg FD
- ✘ Region 5 Rep Paula Landrus, Crook County Fire & Rescue

Committee Chairs:

- ✘ Educational Chair Pam Webber, Medford Fire Department
- ✘ Membership Chair Barb Kunkel, Portland Fire & Rescue
- Communications Chair, vacant; Editor Ellen Steele, Goshen FD
- ✘ Protocol Chair Pat Cane, McKenzie Fire & Rescue

Subcommittees:

- ✘ Accreditation Chair Susan Boyle, Tualatin Valley Fire & Rescue
- Website Chair Laura Houston, Stayton Fire District
- Hospitality Chair, Bonita Johnson, La Pine Fire
- Good Will Representative Lois Smith, North Lincoln F & R District 1
- ✘ Merchandise Coordinator Amy Anderson-Rice, Roseburg Fire Department
- ✘ Conference 2011 Chair Tammy Robbins, Jefferson Fire District
- ✘ Guests: Dave Jones, Cheryl Miles, Karen Duckworth

President Rhonda Grant called the Fourth Quarter OFSOA Board Meeting to order at 3:00 p.m., welcomed our guests, and did the invocation.

Approval of Minutes

Rhonda noted several changes that needed to be made under Business Items under the budget section: *it was decided to separate scholarship revenue & expense on the budget document to track it easier, we changed the store expense from \$1200 to \$800, and we moved to approve the budget (Pat Cane moved, Deb Keehn seconded).* Deb noted that under the conference section where it stated Tammy suggested the money from the raffle be donated; it should read *Pat Cane suggested that the money from the raffle could be donated to the Oregon Honor Guard.*

Pat Cane stated that it was suggested that the raffle money be donated but no action was taken and the conference chairs will not be doing that. A motion was made by Deb Keehn to approve

the minutes with the changes of the July 20, 2011 meeting, Susan Boyle seconded the motion, which passed unanimously.

CORRESPONDENCE: none

TREASURER REPORT:

The Treasurer's Report was distributed and reviewed. Susan Shepard reported that we did combine the accounts so now all the funds are in one bank account but we track the totals of the different funds in QuickBooks. She presented the budget with the changes that were made last month. For the financial reports, there were no payables from the first quarter. Our General fund balance \$13828.82 and \$2587.65 in Scholarship Fund. A motion was made by Susan Boyle to approve the Treasurer's Report as presented. Ellen Steele seconded the motion, which passed unanimously.

REPORTS OF THE REGIONAL REPRESENTATIVES:

Region 1: Jane Herman: There is a new member from La Grande although she will not make it to the conference this year but plans on attending the workshop next spring.

Region 2: Deb Keehn: There are three new members, up to 52 members in region 2; four years ago there were around 30 members in region 2. There are 25 attending conference this year. New members: Carmel Campbell from Aumsville Fire, and Sally Travino from OSFM

Region 3: Ellen Steele: One new member from Jackson County FD

Region 4: Jill Dorrell is unable to attend so President Grant read her report. She stated the Susan Barrett is interested in running for Reg. 4 rep position and Jill thinks she will do a great job. Susan Boyle stated that TVF&R has a new person joining, Kim Sunderlin.

Region 5: Paula Landrus: There are 16 members and 6 are here at conference. She keeps in touch with them regularly.

Liaison: Karen Bracken: no report

COMMITTEE REPORTS:

Membership: Barb Kunkel reported we have a total of 141 members; the most recent new members are Jennifer Fox, LaGrande; Carmel Campbell, Aumsville Fire; Vickie Bouchard, Jackson County; Michelle Kuenzi, Drakes Crossing; and Sadie Bernt, Albany Fire

Hospitality: Bonita Johnson could not make the meeting but is interested in taking on this position.

Good will Representative: Lois Smith did not make the meeting but she did send some cards so we can sign one for Jill.

Merchandising: Amy Anderson-Rice reported that she has purchased many new items and sizes including items that were requested such as grocery totes, lunch bags, briefcases, etc. She is working on having some pins made with a couple companies and also looking at ceramic mugs.

Education: skipped

Accreditation: Susan Boyle reported that we have three members receiving recognition for all three levels this conference; there are now 36 members that have received their accreditation. Susan has met with one person at Canby who is working on her accreditation - Lori Fawcett is also helping her.

Protocol: Pat Cane continues to work on updating the policy manual. Laureal Williams will head up the audit committee this year. Susan Barrett and Gwen Irvin have volunteered and we will ask for a couple more.

Newsletter: Ellen Steele reported on publishing the newsletter. She did have some difficulty getting articles. She expressed her appreciation for Pat's help folding, addressing, stamping, etc. Ellen suggested we email it to our members to cut down on the task somewhat. She would appreciate it if we would send articles to her as soon as we can.

Website: no report at this time

Liaison Reports:

Oregon Fire Bridge:

Oregon Life Safety Team: Laura Houston

OFDDA: David Jones, OFDDA President, reported that it has been a busy legislative year. Their lobbyist, Genoa Ingram, has been busy with a priority bill to protect the 911 fee so the funds go where they are intended. The sprinkler bill passed nationally but did not pass in Oregon. He invited the OFSOA to use their conference room at the Fire Service Center whenever we need it.

Business items: Follow up on prior projects/unfinished business

1. Pat Cane researched the purchase of wireless headsets for OFSOA. There are several problems with having our own equipment: the amount of equipment we would need (mic, speakers, controls), where to store it, and compatibility with facilities we will be using. Pat said it was less expensive to keep an extra supply of batteries for the current headsets than it would be to purchase new headsets and all the equipment needed to support them.
2. **Service Awards for longtime committee or board members:**
Susan Boyle reported 35 answered her survey on what they would like in regards to plaques vs gift cards and a certificate for their term of office. Half said they would like to have a plaque to hang in their office to represent them and their district; and half would like to have a gift card and certificate. Susan gave the members a copy of the survey to review. It looks like the best option would be to ask each member when awards time comes.
3. **Nomination report update**
Karen Bracken announced the following candidates for the open positions:

Vice President: Karen Duckworth

Treasurer: Susan Shepard

Region 4: Susan Barrett

Region 5: Paula Landrus

Karen will be asking for nominations from the floor at the business meeting on the 12th and again on the 13th.

4. Policy Updates

Pat Cane passed copies of the policy updates to the board members. She asked the members to review them and make suggestion or changes to her. A complete final copy will be presented and approved at a future meeting. We do not need the full membership to update and approve the policies. Pat tried to incorporate some of the information from the bylaws into the guidelines. She included information on electronic board meetings, added annual meeting dates, added info on governing body. She took out introduction sentences at each section. Added info on transfer of membership, current roster to be on website, clarified our refund policy. Pat worked with Amy Anderson-Rice and Susan Shepard on the Merchandising section. Rhonda suggested using less levels (three at the most) and use bulleting to make it more readable. It was also suggested changing the name from policies to a handbook or SOG. Pat would like the board to review it and get back to her with suggestions.

Amy and the Board thanked and applauded Pat for all the hard work she puts into keeping our policy manual updated.

5. Strategic Plan

- a) Obj. 1.B.3 Survey of printed materials: Pat Cane reported that 65 people answered the recent email survey. There were very good responses. Pat thanked Laureal for putting this survey together and getting it out there. Discussion on procedures for the email blast, using the member's corner of the website, etc.
- b) Obj. 4.B.1 Marketing Plan Update: Rhonda Grant continues to work on this plan. She is reporting at the OFDDA/OFCA conference, our logo was added to the Office of State Fire Marshal partner page, added our info to the Fire Bulletin email and OFIA's online calendar as well as trying to put news on the website and provide regular email bulletins to the membership, create and maintain a list of contact information of presidents of other fire service organizations and include them in our emails, notices of our events are posted on the Daily Dispatch. Trying to come up with a way to communicate directly to the Fire Chiefs, especially to smaller districts that do not have office administrators.

6. 2011 Conference: Tammy and Deb reported that everything has come together and they are ready. Deb pointed out where Hospitality is located. Deb thanked Cheryl Miles from Silverton Fire for all her and her department's assistance with the conference. They are providing the tables for our raffle, silent auction, and merchandise. The orientation for first time attendees will be held in the lounge. We also have Kelly Franzen taking roster pictures and pictures throughout the conference and banquet.

7. 2012 Workshop: The Workshop will be hosted by Sisters-Camp Sherman Fire District, April 10-12, 2012

8. 2013 Workshop:

9. 2012 Conference: The 20th Anniversary of OFSOA conference committee members will be Charter Members that are still active members.

10. Good of the Order:

The next Board meeting will be October 12, 2011

The meeting was adjourned at 5:00 pm

Respectfully submitted by

Mary Lou Busch, OFSOA Secretary

Mist-Birkenfeld RFPD