

OREGON FIRE SERVICE OFFICE ADMINISTRATORS
Board Meeting Minutes – Second Quarter
Best Western Ponderosa Lodge, Sisters, Oregon
April 18, 2012

ATTENDANCE:

Executive Board:

- ✓ President Rhonda Grant, Stayton Fire District
- ✓ Vice President Deb Keehn, Jefferson Fire District
- ✓ 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 Micki Valentine, Lyons Rural Fire District
- ✓ Region 3 Rep Ellen Steele, Goshen RFPD
- ✓ Region 4 Rep Kim Sunderlin, Tualatin Valley Fire & Rescue
- ✓ Region 5 Rep Paula Landrus, Crook County Fire & Rescue

Committee Chairs:

- ✓ Educational Chair Pam Webber, Medford Fire Department *via telephone*
- ✓ Membership Chair Barb Kunkel, Portland Fire & Rescue
- ✓ Communications Chair, Ellen Steele, Goshen RFPD
- ✓ 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, LaPine Rural FPD
- ✓ Good Will Representative Lois Smith, North Lincoln F & R District 1
- Merchandise Coordinator Amy Anderson-Rice, Roseburg Fire Department
- ✓ Workshop 2012 Chair Julie Spor, Sisters-Camp Sherman RFPD

President Rhonda Grant called the Second Quarter OFSOA Board Meeting to order at 3:00 p.m.

President Rhonda Grant administered the Oath of Office to Regional 4 Rep to Kim Sunderlin.

Approval of Minutes

A motion was made by Paula Landrus to approve the minutes of the January 18, 2012 First Quarter Board minutes. Barb Kunkel seconded motion which passed unanimously.

CORRESPONDENCE: No correspondence has been received.

TREASURER'S REPORT:

The Treasurer's Report was distributed and reviewed by Susan Shepard. A motion was made by Ellen Steele to approve the Treasurer's Report, as presented. Deb Keehn seconded the motion which passed unanimously. Susan will be sending the reconciliation reports and the payable list monthly to Laurel Williams, Rhonda Grant, and Deb Keehn for review. The committee of Susan Shepard, Laurel Williams, Rhonda Grant and Deb Keehn will communicate quarterly on their financial activities review.

Susan reported that US Bank made a numbering error on the recent check order which skipped check number 1091 through 1450. New checks will start at number 1451.

Rhonda Grant called for introductions of board members and guests around the room (as she accidentally skipped this earlier in the agenda).

REPORTS OF THE REGIONAL REPRESENTATIVES:

Region 1: Jane Herman reported that she has two new members here at the work shop, Jennifer Fox of LaGrande and Susan Grey of Boardman.

Region 2: Micki Valentine reported 18 attending this workshop. She sent out information on Accreditation to members in her region with offer of assistance.

Region 3: Ellen Steele reported 10 members attending the workshop. Ellen has information and registration forms on the Eugene Fire Camp for young women. This year's camp is July 9 through 13. Ellen has applications if anyone knows of interested young ladies.

Region 4: Kim Sunderlin asked how to contact districts with non-members in her region. Rhonda suggested the Fire Marshall's resource which listed every Fire Department in the State with contact information. Pat also has lists of counties by region and list of fire districts in each county which she will forward to Kim and other Reps. There are at least 6 registered for workshop from her district.

Region 5: Paula Landrus is working on new members in her region.

Liaison: Karen Bracken not present.

COMMITTEE REPORTS:

Membership: Barb Kunkel distributed a new updated membership list. OFSOA has 155 members.

Hospitality: Bonita Johnson sent her report by email asking for hospitality ideas for the October conference.

Good will Representative: Lois Smith reported it has been three months since her back surgery and she no longer has to wear a back brace. Lois thanked everyone who sent her cards. Lois said she will continue to send out cards on behalf of OFSOA when she is notified.

Jill Durrell's husband continues under treatment. This has been very hard on Jill and the family. Rhonda encouraged anyone to send a card to let her know we are thinking of them.

Elaine Parrott is still recovering from her heart procedure. It was reported she is doing well.

Susan Houck's husband will soon be having valve replacement surgery.

Merchandising: Rhonda gave a report for Amy Anderson-Rice. She has completed the merchandise inventory and has enough items to get through the workshop. She will have the store set up at the workshop on Thursday. She ordered 6 new name badges from Cruise Masters and they were sent directly to the individuals. Amy will be discussing custom orders and shipping at the July meeting. She has sent out emails seeking someone for the Merchandising position and has one person interested, Kathy Cicerich from Boring Fire District.

Education: Pam Webber reported via phone that she would like ideas for speakers for the conference in October. A few chosen were TIP (Trauma Intervention Program), Managing Multiple Projects, and a session with Robin Rose. Non-Verbal Communications was a suggested topic. Pam reviewed several topics and speakers from the National Speakers Bureau. Pam also suggested John O'Leary who is an inspirational speaker; he was severely burned at a young age and he speaks on how he overcame his difficulties and embraced life.

Other possible topics include: Professional Boundaries by Bill Gallagher, an Email class, Taking Care of Your Self, Office Gossip, Michael Buschmohle on Presentations for Busy People. Rhonda said there would be a conference committee meeting after dinner this evening and Pam could be reached by phone to participate if needed.

Accreditation: Susan Boyle reported she is working on Deb Keehn's accreditation. Pam Webber suggested that maybe there could be some time at conference, such as an hour at the end of the day, to help answer questions on filling out their accreditation forms etc. Susan Boyle was asked to develop a check off sheet/cheat sheet of sorts with tips and guidelines to help in organizing the individuals training prior to completing the forms for their accreditation documentation. This would also serve as a process guide for those mentoring others through the process.

Scholarship: After October conference Deb Keehn, Pam Webber and Susan Boyle updated the scholarship form. An expectation statement was added that if a person receives a scholarship they are expected to attend the sessions, be on time, etc.

Ellen Steele asked if all OFSOA members know scholarships are available for both conference and workshops. Rhonda said it's stated on the registration form and that regional representatives and the event committee remind members before each event that scholarships are available.

Rhonda mentioned that at the July board meeting it will be decided the amount of money to be set aside for scholarships for conference. The number of scholarships requested will determine how the funds will be divided. Requests can range from partial (lodging, or registration) to full scholarship (lodging and registration).

Protocol: Pat Cane reported that the Bylaws do not need revision at this time. She continues to update the policy manual as the board adds or changes procedures.

Communications:

Newsletter: Ellen Steele has emailed the newsletter to all members and also to all districts. She asked that people send articles sent to her to be included in the next newsletter whenever you come across something. Rhonda Grant reported that she spoke with the President of OFCA, Chief Doug Branch, who

stated they will allow OFSOA to include our newsletter in their group emails. Rhonda asked how the Board wanted to send out the newsletter: include the newsletter in the email as a .PDF or send a notice in an email that the newsletter is available at our website. Board consensus to send the newsletter in PDF format attached to email including a message to post at their stations or share with administrative members of their district. This will reach all OFCA member fire districts and could help create more interest in OFSOA and our training networking. It was noted that not all fire districts are members of OFCA so there are some districts that may not get the email.

Website: Amy Anderson-Rice is doing the member corner log-on password data entry to be complete by the end of April. When completed, Laura Houston will update website so that all members will be able to access members' corner. Detailed step by step instructions have been sent out to the regional reps to share with their members and to instruct new members.

LIAISON REPORTS: None

BUSINESS ITEMS:

Workshop 2012: Julie Spor announced registration will begin at 0730 hours and opening of the workshop will start at 0800 hours. Rhonda Grant commended her on her work and being well organized. Concerns were expressed that not everyone received a confirmation of their registration from the web site. Rhonda will look into the confirmation issue so that it can be resolved before Conference. This was the first OFSOA event using a registrar (Laureal Williams) and it is reported that the process went very well.

Conference 2012: The Committee will meet after dinner. Education Chair Pam Webber is available by cell concerning the speakers for conference. Rhonda commented that several speakers are lined up and the committee has several additional topics to consider. The committee, all charter members, will be working on sponsors and deciding on a commemorative memento. The theme at this time is Journey to Excellence. Rhonda asked members to contact her with ideas on fun night, maybe some entertainment but also networking time. Deb Keehn suggested Susan Rice, a well known comedian from the Portland area.

Workshop 2013: Chair is Analisa McKinley from Jackson County FD #3 who has already started working on workshop details.

Conference 2013: Rhonda stated the need for someone to chair the Conference in 2013 possibly on the Oregon Coast. Susan Boyle and Kim Sunderlin volunteered to Co-chair. Mary Lou Busch offered to be on a committee.

Strategic Plan: Rhonda Grant asked the Board to review the survey and highlight items to complete that would fulfill requirements. Rhonda is working on the photo roster to be placed in website's member corner. Consensus of the membership is that OFSOA is on target with current strategic plan. Rhonda represented OFSOA at the Fire Service Summit again this year. She felt the smaller number attending allowed those present to get better acquainted and discuss the issues that they have in common. One of the major issues was communications and Rhonda sent out an email with the web site info for the Oregon Fire Instructors calendar so you can see available fire training being held all over the state. This site

also shows links to the various organizations for easier access. Sustainable funding was another common topic discussed at the Summit.

Budget: Susan Shepard passed out copies of the proposed 2012-2013 budget. Susan asked about having separate line items for the scholarship revenue and expenses. A motion was made by Deb Keehn to maintain the scholarship as separate line items (revenue and expenses) in the budget. Jane Herman seconded the motion and it passed unanimously.

Susan Shepard appreciated the recent board change to one signature requirement for the checks under \$500.00. It has streamlined the process and time involved for reimbursements and paying of bills. There was a consensus of the Board to place \$1500 in the scholarship line item. This is the appropriate amount in the Scholarship fund which will be rolled into the general fund. This will keep all future transactions within one fund.

A motion was made by Deb Keehn to approve the proposed 2012-2013 Budget. Paula Landrus seconded the motion and it was passed unanimously. Rhonda thanked Susan for her preparation work on the budget.

Good of the Order:

Susan Shepard would like to upgrade the treasure's computer. The lap top needs 2 more gigs memory and needs a general clean up at a quoted cost of \$188.50 for everything. A motion was made by Ellen Steele to spend up to \$188.50 to upgrade the laptop. Deb Keehn seconded the motion and the motion was approved unanimously.

The Third Quarter OFSOA Board Meeting will be 1:00 PM in Eugene at WHA Insurance. Lunch will be served at 12 noon.

The meeting was adjourned at 4:50 pm by President Rhonda Grant.

Respectfully submitted by
Mary Lou Busch
Mist-Birkenfeld RFPD