

**OREGON FIRE SERVICE OFFICE ADMINISTRATORS
ANNUAL BUSINESS MEETING MINUTES
Tigard, Oregon
October 20th and 21st, 2005**

ATTENDANCE

- President Karen Bracken, Keizer Fire District
- Vice President Vickie Dones, Lebanon Fire District
- Secretary Janet Huston, Siuslaw Valley Fire and Rescue
- Treasurer Rhonda Grant, Stayton Fire District
- Immediate Past President Gloria Gass
- Region 1 Rep Jane Herman, Mid-Columbia Fire & Rescue
- Region 2 Rep Monica Petrone, Marion Co. RFPD No. 1
- Region 3 Rep Cheryl Hunter, Lane Co. Fire District #1
- Region 4 Rep Darla Sheldon, Gresham Fire & Emergency Services
- Region 5 Rep Phil Hull, Klamath County Fire District #1
- Education Chair Susan Mootry, Tualatin Valley Fire & Rescue
 - 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 1:07 p.m., welcomed everyone in attendance and introduced the board members.

Treasurer's Report

Treasurer Rhonda Grant reviewed the current Treasurer's Report, reporting that as of October 19th, the checking account balance is \$9237.10, and the money market account balance is \$10,507.65. The money market account includes the General Fund of \$6,747.65 and the Scholarship Fund of \$3,760.00. Total assets are \$19,744.75.

Regional Representative Reports

Region 1- Representative Jane Herman indicated that her region is an interesting region in that the majority of the districts are small and not active in OFSOA. She reported that three people from her region are attending the conference.

Region 2- Representative Monica Petrone reported that her region is represented well at the Conference.

Region 3- Liaison Representative Gloria Gass reported on behalf of Cheryl Hunter, stating that ten of the region's 16 members are in attendance.

Region 4- Representative Darla Sheldon introduced Joanne Ely of Portland Fire and Rescue and Thea Hauke of Tualatin Valley Fire and Rescue, two new members from her region attending the conference.

Region 5- Representative Phil Hull reported that his region has 16 members and half of them are attending the conference.

Liaison- Liaison Representative Gloria Gass indicated that she would talk about Nominations under Business Items of the Agenda.

Business Items:

(1) Available Board Positions

a. Nominations Procedure- Nominations Chair Gloria Gass reported that there are four board positions open this year and at this time we have two incumbents that have already announced their desire to run again.

Vice President – Vickie Dones, Lebanon Fire District
Treasurer – Rhonda Grant, Stayton Fire District
Region 4 –
Region 5 –

b. 1st Call for Nominations – Bonita Johnson of LaPine RFD indicated that she would like to run for Region 5 Representative.

(2) Resource Guide Update – Laura Houston explained what a Resource Guide is and indicated that this year it will be forwarded to all members after the conference.

(3) Audit Committee Selection – Protocol Chair Pat Cane indicated that an informal review of the financial records is conducted each year. Anne Walker Bierman of Douglas Co. Fire District No. 2 has volunteered to chair the audit committee which will meet at 8:00 a.m. Friday, October 21st. The following members volunteered to be on the Audit Committee:

Brenda Burks – Winston-Dillard Fire District
Gail Martin – Crooked River Ranch RFPD
Sheryl Forrest – Jefferson RFPD
Shirlee O'Connor – Tualatin Valley Fire & Rescue

Recess called

As there was no further business to come before the Board at this time, President Karen Bracken recessed the meeting at 1:20 p.m.

Session Reconvened

On Friday, October 21st, at 10:30 a.m. Liaison Representative Gloria Gass announced the second call for nominations;

Vice President –	Vickie Dones, no further nominations, running unopposed.
Treasurer –	Rhonda Grant, no further nominations, running unopposed.
Region 4 –	Tara Constantine, Astoria Fire Dept. Jill Durrell, Newberg Fire Dept.
Region 5 –	Bonita Johnson, LaPine RFD

There being no further nominations at this time, the session was closed at 10:40 a.m.

Business Meeting Reconvened

President Karen Bracken called the second session of the annual business meeting to order at 1:10 p.m. on Friday, October 21, 2005.

Committee Reports

Membership- Barb Kunkel reported that as of October 18th, we have 123 members, including seven associate members and nine lifetime members. Of the 123 members, 20 are new this year.

Hospitality – Laura Houston reported that as the Hospitality Chair she assists Barb Kunkel of the Membership Committee by sending out welcome packets to new members. In addition, she is responsible for the maintenance and distribution of the Resource Guide. She is responsible for goodwill to the membership, by arranging for flowers and cards to be sent, and arranges for and maintains the hospitality suites at workshops and conferences.

Education- Susan Mootry reported our Spring Workshop 2006 will be held April 14th and 15th, in Medford, 2006. Conference 2006 will be held April 18th through 21st, in Seaside and Conference 2007 will be held in Hood River. Susan reminded the membership to let her know if there are any topics of interest for future workshops and conferences.

Accreditation - Rebecca Hollenbeck was not in attendance, however, Vice President Vickie Dones spoke on her behalf indicating that four members completed all three levels in the accreditation program. She also indicated that Susan Mootry and Rebecca will be working on a 're-accreditation' program (maintenance of status) and if anyone is interested in working on this committee they would welcome the assistance.

Protocol - Pat Cane reported that Protocol has been easy as there have not been any bylaw changes. She continues to work on policies, the most recent project being Small Stores/Merchandising Guidelines. Pat indicated that her main responsibility more recently is helping Laura Houston with the Website.

Communication – Lori Fawcett indicated that she has been the Communications Chair for five years, mainly responsible for the newsletter. Lori stated that it is her goal to focus on postcards, assisting the Region Reps to communicate with the membership. Finally, Lori indicated that if anyone is interested in working on the Communication Committee to contact her.

Website- Laura Houston indicated that we have exciting news as we have decided to change website management tools which will allow more individuals the ability to update information, allow us to add more links to the site, and to eventually place the resource guide on the website as well.

Liaison Reports:

Oregon Life Safety Team – Laura Houston explained the mission of the Oregon Life Safety Team and reported that the team is currently working on the new topics that will be added to the 'Home Fire Safety Is Up to You' campaign, with the most recent being a candle safety topic which coincided with the national theme in time for Fire Prevention Week.

Fire Service Memorial – Laura provided an update on the status of the memorial which will be located at the entrance of the DPSST regional training facility on Aumsville Highway outside of Salem.

Business Items Continued

(4) **Audit Committee Report** – The Audit Committee consisting of Brenda Burks, Gail Martin, Sheryl Forrest and Shirlee O'Connor, and chaired by Ann Walker-Bierman reviewed the financial records. Brenda Burks Read the OFSOA Financial Controls that are currently in place, and reported that Rhonda Grant, Treasurer, is doing a great job and no discrepancies

were found. The audit committee had a few minor suggestions, indicating that having a chart of accounts, a trial balance reflecting a balance forward from the previous year, and a journal entry inventory would be helpful for future audits.

- (5) **Spring Workshop 2006** – Lauri Wilkerson announced that the workshop will be in Medford April 14th and 15th. She invited everyone to come down for great classes and for a great time.
- (6) **Conference 2006**– Darla Sheldon reported that Conference 2006 is scheduled for October 18th, 19th, and 20th at the Best Western Ocean View Resort in Seaside. President Bracken announced that we need volunteers to help with the conference. Tara Constantine, Astoria Fire Dept. offered to help.
- (7) **Nomination Speeches** – All the candidates introduced themselves and indicated why they were interested in serving the board, as follows:

Vice President – Vickie Dones, Lebanon Fire District, running unopposed
Treasurer – Rhonda Grant, Stayton Fire District, running unopposed
Region 4 – Tara Constantine, Astoria Fire Dept. and Jill Durrell, Newberg Fire Dept.

Region 5 – Tracy Read of LaPine RFP read Candidate Bonita Johnson’s statement, as Bonita was unable to attend the conference.

Gloria Gass announced that the nominations have closed. Pat Cane made a motion that we cast a unanimous ballot for those candidates running unopposed. The motion was seconded by Diane Tucci 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 1:37 p.m.

Respectfully submitted,

Janet L. Huston

Janet Huston, Secretary