

OREGON FIRE SERVICE OFFICE ADMINISTRATORS
ANNUAL BUSINESS MEETING MINUTES
Hallmark Resort, Newport, Oregon
October 14 and 15, 2009

ATTENDANCE:

Executive Board:

- President Rhonda Grant, Stayton Fire District
- Vice President Susan Boyle, Tualatin Valley Fire & Rescue
- Secretary Janet Huston, Siuslaw Valley Fire and Rescue
- Treasurer Vickey Dosier, Salem Fire Department
- 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 Paula Wydra, Crook County Fire & Rescue

Committee Chairs:

- Education Chair Pam Webber, Medford Fire Department
- Membership Chair Barb Kunkel, Portland Fire & Rescue
- Communications Chair Lori Fawcett, Tualatin Valley Fire & Rescue
- Protocol Chair Pat Cane, McKenzie Fire & Rescue

Subcommittees:

- Accreditation Chair Susan Boyle, Tualatin Valley Fire & Rescue
- Conference 2009 Chair Janet Huston, Siuslaw Valley Fire and Rescue
- Hospitality Chair Jan Mann, Santa Clara Fire District
- Website Chair Laura Houston, Stayton Fire District
- Merchandise Chair Amy Anderson-Rice, Roseburg Fire Department

President Grant called the Annual Business Meeting to order at 12:10 p.m. welcomed the members of OFSOA, and introduced the Board Members and Lifetime Member Elaine Parrott.

TREASURER'S REPORT

The Treasurer's Report was reviewed by Treasurer Vickey Dosier, highlighting the balances in the various accounts as of October 7, 2009, as follows: Checking \$13,465.48, General Fund Money Market \$7,969.41, and Scholarship Money Market \$2,587.15.

REPORTS OF THE REGIONAL REPRESENTATIVES

Region 1: Jane Herman reported that four members from her region are registered for the conference, including her newest member, Suzanne Gray with Boardman RFPD.

Region 2: Deb Keehn reported that she has 23 members of her region attending the conference, and introduced Karen Beckman of Willamette Valley Fire and Rescue, Charissa Devine of the

Oregon State Fire Marshal's Office, and Carrie Compton of Albany Fire Department, all attending their first conference.

Region 3: Brenda Burks reported that 14 members of her region are attending, and named Kimberley Summers of Ashland Fire & Rescue, Loris Fenner of Jackson County FD #3, and Dianna Leach of Goshen RFD as her newest members.

Region 4: Jill Dorrell reported that 21 members of her region are in attendance this year, and introduced Susan Barrett of Port of Portland Fire Department as her newest member.

Region 5: Paula Wydra reported that, in addition to herself, three members in her region are in attendance. Paula introduced members Peggy Kirkpatrick and Judy Norris from Bend Fire Department, and Bonita Johnson from La Pine RFPD.

Board Nominations : Karen Bracken, Past President, gave a brief description of the nomination process, and a simplified version of the responsibilities of each position up for election. The first call for nominations for the positions of Vice President, Treasurer, Region 4 Representative, and Region 5 Representative was done. In addition, Karen indicated that the Communication Chair position is vacant and that it's an appointed position rather than an elected position. Karen indicated that she has, for those members interested in running for office, the required permission form to be signed by their fire chief or supervisor before the election. Karen called for nominations from the floor. There were none. She indicated that the second call for nominations will occur at the business meeting on Thursday, October 15, 2009.

Audit Committee: Protocol Chair Pat Cane reported that each year an audit committee is formed at the annual conference to review the financial books of the organization. She will need approximately six volunteers to form the audit committee and indicated that it is a one hour time commitment. The audit will take place after the last session on Wednesday and asked volunteers to let her know of their interest to serve on the committee. Pat indicated that she has led the audit committee for many, many years and it is her desire to groom another member to assume the lead in future years..

RECESS CALLED As there was no further business to come before the Board at this time, President Rhonda Grant recessed the first session of the business meeting at 12:23 p.m. Wednesday, October 14, 2009.

BUSINESS MEETING RECONVENED President Rhonda Grant called the second session of the annual business meeting into session at 12:00 p.m. on Thursday, October 15, 2009.

Membership: Chair Barb Kunkel reported that as of October 12, 2009 we have a total of 133 members, 12 of which are new this year.

Hospitality: Chair Jann Mann reported that the hospitality suite, located in Room 449 is open in the morning for breakfast, at each break, and will be open following the banquet.

Education: Chair Pam Webber indicated that it is her job to seek out speakers and topics for workshops and conferences. Pam is looking for committee members. Pam will be facilitating the Customer Service Roundtable session this afternoon.

Accreditation: Chair Susan Boyle explained why and how the accreditation program was developed and how much the fire chiefs appreciate the work involved in achieving the accreditation levels and recognition awards.

Communications: President Grant indicated that we still need someone to chair this committee, stating that the main responsibility of this position is to be editor and publisher of the OFSOA newsletter. Anyone interested in assuming this position should contact President Grant.

Protocol: Chair Pat Cane explained the responsibilities of the Protocol position. Any changes to the Bylaws must go before the membership at the annual business meeting. Our policy manual contains guidelines for officers, committee chair positions and organizational processes. The policy manual is a continually changing document that the Board of Directors adopts. The main responsibility of the Protocol Chair is to make certain that all meetings are conducted properly and that the minutes are accurate and provide the appropriate historical information. Pat indicated the need for a co-chair for her position, as it is her intent to groom someone to assume this position in the future.

Website: President Grant indicated that the website chair, Laura Houston, was unable to attend the conference this year, because she is at another work-related conference. President Grant stated that the officers and the various committee chairs assist Laura in putting information onto the website.

Resource Manual: President Grant explained the Resource Manual and how it provides a network system for sharing of information and documents between members and departments.

Merchandise: Amy Anderson-Rice, Merchandise Chair, reminded the membership of the OFSOA Store and to let her know of any specific items she might purchase in the future. Individual OFSOA items can be purchased through Amy between events.

Liaison Reports:

Oregon Life Safety Team: President Grant indicated that Laura Houston is our liaison with the Oregon Life Safety Team, and that Laura sends out emails and information to our membership regularly to keep all districts informed of the team's projects.

OAIRS: Amy Anderson-Rice reported that up until recently she represented OFSOA at meetings pertaining to OAIRS (OSFM's fire reporting program). As her fire department is no longer using the OAIRS system, she has stepped down from that position, indicating that OFSOA should have a liaison on the OAIRS/Oregon Fire Bridge committee. Amy introduced Claire McGrew, Data Service Manager for OSFM office, gave a brief report on the new web-based incident reporting program, Oregon Fire Bridge. Members are welcome to contact Claire via email at claire.mcgreg@state.or.us.

Audit Committee: Pat Cane reported that the following members assisted her on the audit committee: Susan Barrett, Darlaine Smith, Lea Berg, Mary Low Busch, Susan Shepard, and Shirlee O'Connor. With the exception of a couple minor procedural issues, the financial books of OFSOA were found to be in order and ready for the new treasurer.

2010 Workshop: The workshop will be hosted by Clackamas County FD #1 during April 2010. The exact dates will be posted on the website soon.

2010 Conference: The annual conference will be in Central Oregon, most likely in Bend. Bonita Johnson of La Pine Rural Fire has offered to chair the conference committee.

2011 Workshop: This workshop will be hosted by Amy Anderson-Rice of Roseburg Fire Department will lead the committee with other area members assisting.

2011 Conference: This conference will most probably be on the Northwest Coast. We will need a committee to chair the conference. We were reminded that those serving on the committee do not necessarily need to live in that area.

Nominations: Past President Karen Bracken announced those members that have indicated an interest in running for the four positions, previously set forth, and indicated that, at this time, they are all running unopposed, as follows:

Vice President: Susan Boyle of Tualatin Valley Fire & Rescue

Treasurer: Susan Shepard of Polk County Fire District No. 1

Region 4: Jill Dorrell of Newberg Fire Department

Region 5: Bonita Johnson of La Pine Rural Fire Protection District

After a second call for nominations, each candidate gave a brief presentation in which they introduced themselves and explained why they were running for the position.

Karen Bracken announced that the nominations have closed and called for a motion. Elaine Parrott made a motion to accept the slate of officers as presented. Barb Kunkel seconded the motion and it passed by unanimous vote.

The annual business meeting was adjourned at 12:33 p.m. on October 15, 2009 by President Rhonda Grant.

Respectfully submitted by:

Janet L. Huston

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Siuslaw Valley Fire and Rescue