

OREGON FIRE SERVICE OFFICE ADMINISTRATORS
Board Meeting Minutes – Second Quarter
Newport Bay Restaurant
Salem, Oregon
April 22, 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
- 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 Laura Houston, Stayton Fire District
- Website Chair Laura Houston, Stayton Fire District
- Merchandise Chair Amy Anderson-Rice, Roseburg Fire Department

President Grant called the Second Quarter Board Meeting to order at 7:05 p.m., provided the Invocation and introduced the guests in attendance, as follows: Micki Valentine of Lyons RFPD, Gail Martin of Crooked River Ranch RFPD, and Elaine Parrott of Jefferson RFPD.

OATH OF OFFICE

President Grant administered the Oath of Office to Paula Wydra for the position of Region 5 Representative.

APPROVAL OF MINUTES

A motion was made by Karen Bracken to approve the minutes of the Board Meeting held on January 14, 2009. Susan Boyle seconded the motion, and the motion passed unanimously.

CORRESPONDENCE

There was no correspondence.

TREASURER'S REPORT

The Treasurer's Report was distributed and reviewed. *There followed a motion by Susan Boyle to approve the Treasurer's Report, as presented. Deb Keehn seconded the motion and the motion was approved unanimously.*

REPORTS OF THE REGIONAL REPRESENTATIVES

Region 1: Jane Herman reported that she has a new member in her region, Nancy Asai of Mosier Valley Volunteer Fire Department. She also reported that, in addition to herself, one member in her region is attending the workshop. She indicated that she will continue to discuss the benefits of OFSOA in and around her region.

Region 2: Deb Keehn reported that she has 35 members and four associate members in her region. She indicated that, since the last board meeting, she has updated her region's membership list, wrote her bio for the website, forwarded welcome letters and membership cards to two new members, and is working on composing her Region 2 OFSOA Binder.

Region 3: Brenda Burks reported that she has 22 members in her region, including one new member. Six members will be attending the workshop. Brenda has spoken to Chrysta Shigley of Tenmile Volunteer Department and her plans to join OFSOA during fiscal year 2009/2010.

Region 4: Jill Dorrell reported that she continues to send out monthly emails, offering her assistance and encouraging members to attend the workshop. She indicated that one of her newest members, Susan Barrett, will be at the workshop. In addition to her responsibilities as a Region Rep, she is attempting to help Laura Houston obtain information for the website.

Region 5: Paula Wydra reported that she has contacted all of the members in her region via Christmas cards and emails. She has encouraged all of her members to attend the workshop.

Liaison: Karen Bracken reminded members of the Board that Vice President, Treasurer, Region 4 & 5 Reps are all up for election this fall.

COMMITTEE REPORTS

Membership: Although Barb Kunkel was not in attendance, she provided a membership report and indicated that, as of April 7, 2009, we have 126 renewals, including 25 new members and seven associate members. With 12 lifetime members, the total membership is 138. The newest members are Susan Barrett from the Port of Portland Fire Department, Clair McGrew from the State Fire Marshal's Office, and Karen Beckmann from Willamette Valley Fire and Rescue.

Hospitality: Laura Houston reported that she completed the revised Membership Process document, updated the list of Board members, and updated the new members' brochure that is a part of the Welcome Packet. In addition, Laura revised the membership process to include a reminder for Region Reps to contact new members in

an effort to provide a 'New Member Highlight' to Communications Chair for inclusion in the Sixth Bugle.

Merchandising: Although Amy Anderson-Rice was not in attendance, she provided a report of her merchandising activities, which included, but was not limited to, her efforts to find other merchandise vendors besides Collegiate USA, as well as the possibility of using Bonita Johnson for print jobs and merchandise.

Education: Pam Webber of Medford Fire Department was not in attendance.

Accreditation: Susan Boyle reported that she is working with only one member at this time.

Conference 2009: Janet Huston reported that the 2009 Annual Conference will be at the Hallmark Resort in Newport. The contract has been signed. We have the open area upstairs for our Hospitality area and the two adjacent rooms, so that we won't have any conflicts with other guests. The Education Committee is contacting speakers and working out the schedule.

Protocol: Pat Cane had nothing to report at this time in the meeting. She will report on the proposed changes to the Policy Manual under the Business Items of the agenda.

Communication: Lori Fawcett was unable to attend the meeting. President Grant reported that Lori indicated to her that she would like to step down from her position as Chair of the Communication Committee for a six month period. After a brief discussion, it was determined that we approach our membership in an effort to find a replacement/substitute, with the understanding that it will be a six month stint.

Website: Laura Houston reported that, in addition to the normal maintenance functions associated with the website, Jill Dorrell assisted with the project of obtaining bios and pictures of officers and committee chairs, Laura trained new users to the website which would allow them to update their information on the site, and she assisted the workshop committee with the task of posting all of the necessary documentation to the website.

Liaison Reports:

Oregon Life Safety Team: Laura Houston reported that she is involved in the work sessions for 'Home Fire Safety is Up to You' and Fire Prevention Month. The Oregon Life Safety Team will be focusing on creating materials and information for Senior Safety, Beach Safety, Campus Safety, Hard of Hearing and Smoke Alarms, as well as updating the 'Home Fire Safety is Up to You' Program.

OAIRS: Amy Anderson-Rice was not in attendance. She, however, submitted a report which indicated that OSFM is currently developing test cases and scenarios to test the capabilities of the new Oregon Response Reporting System (ORRS) and is working with ImageTrend to create technical requirements needed by third-party reporting programs in an effort to ensure that they are compatible with the new system.

OFCA/OFDDA: Elaine Parrott reported that she attended an OFDDA meeting and they continue to be very supportive of OFSOA and its efforts. President Grant had nothing to report at this time as it relates to OFCA.

Volunteer Compensation: Elaine Parrott reported that she is on the Volunteer Compensation Committee which is comprised of a representative from the various agencies. At this time, she had nothing new to report on the W2 vs. 1099 reporting for volunteer compensation. Regarding the Heart Act, Elaine indicated that many fire departments are not aware of this act and its benefits to volunteer firefighters. This is the 2nd year of a three year program, and it remains to be seen what will occur at the end of the three year period.

BUSINESS ITEMS

1. **Workshop 2009:** Tania Kleinschmit, Workshop 2009 Chair, was not in attendance.
2. **Conference 2009:** Janet Huston reported on the Conference earlier in the agenda. Janet reported that she has had an inquiry regarding a scholarship from Kimberely Summers from Ashland Fire Department and encouraged her to apply for a scholarship, referring her to the application on our website.
3. **Workshop 2010:** The host fire district will be Clackamas Co. Fire District #1, with Lynsey Hillesland acting as Chair of this committee.
4. **Conference 2010:** Conference 2010 will be held in Roseburg at their new Emergency Services facility, currently under construction. Chair Amy Anderson-Rice was not in attendance.
5. **Workshop 2011:** We are in need of a hosting department.
6. **Conference 2011:** We need to decide on a location.
7. **Policy Manual Proposed Changes:** Pat Cane distributed a copy of the Policy Manual with the proposed revisions referenced. More specifically, there was discussion regarding the number of committee members to be provided either a discount of or full payment of registration fees for workshops and conferences. It was determined that we will operate on an event-by-event basis, making the actual decision at the board meeting preceding the workshop or conference. It was also determined that board action will be required at that time.

There followed a discussion regarding the need to add the word 'Invoice' to the website registration in an effort to satisfy invoicing requirements of some fire districts.

A motion was made by Vickey Dosier to approve the April 2009 proposed revision of the Policy Manual as presented by Pat Cane, Protocol Chair. Deb Keehn seconded the motion and the motion passed unanimously.

- 8. OFCA Section proposal:** President Grant indicated that we currently have an established relationship with WFCA/OFCA, evidenced by a Memorandum of Understanding. There followed discussion regarding the successes and failures of that relationship, whether we want to sign a new Memorandum of Understanding, as well as other options available to us, such as OFDDA and available mailing services. It was determined that more research is in order before a decision can be made by the Board members.
- 9. Strategic Plan:** Priority 'A' goals and objectives were discussed, as follows:
- Objective 1-A
 - Objectives 3-A, 3-C, 3-D, 3-F
 - Objectives 4-A and 4-B

This discussion served to remind board members of their ongoing responsibilities, as well as goals yet to be accomplished.

OTHER BUSINESS/GOOD OF THE ORDER

- 1. OFSOA Records:** President Grant indicated that Pat Cane has offered to help Rhonda go through all of the OFSOA records, determining what must be archived. Discussion on how and by whom these records will be maintained in the future occurred but no final decision was made.
- 2. Incident Management Teams (Conflagrations):** Elaine Parrott stated that representatives of the Oregon State Fire Marshal's office have indicated there are positions available for office administrators on the teams, if anyone is interested.
- 3. Scheduling of Board Meetings:** It was suggested that perhaps we schedule those board meetings that coincide with workshops and conferences earlier in the day. It was the general consensus of the officers that we consider having our board meetings in the afternoon, before dinner, rather than after.

Next regularly scheduled board meetings are:

July 15, 2009 - Wilson-Heirgood, Eugene; lunch at noon, meeting at 1:00

October 13, 2009 – Hallmark Resort, Newport; dinner at 6:00, meeting time to be determined.

The meeting was adjourned at 9:12 p.m.

Respectfully submitted by:

Janet L. Huston

Janet L. Huston
Siuslaw Valley Fire and Rescue