

OREGON FIRE SERVICE OFFICE ADMINISTRATORS
Board Meeting Minutes – Fourth Quarter
Hallmark Resort, Newport, Oregon
October 13, 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 Fourth Quarter Board Meeting to order at 3:00 p.m.

Introduction of Guests: Carrie Szabo and Lynsey Hillesland of Clackamas County Fire Department No. 1 were in attendance.

APPROVAL OF MINUTES

A motion was made by Susan Boyle to approve the minutes of the Board Meeting held on July 15, 2009 as presented. Barb Kunkel seconded the motion and the motion was approved unanimously.

CORRESPONDENCE: There was no correspondence.

TREASURER'S REPORT

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

REPORTS OF THE REGIONAL REPRESENTATIVES

Region 1: Jane Herman reported that she has two new members in her region – Nancy Asai of Mosier Valley Volunteer Fire Department and Susanne Gray of Boardman RFPD. Suzanne is attending the conference. Three Region 2 members, however, did not renew their membership this year.

Region 2: Deb Keehn reported that she has 40 members in her region, three of which are new – Anita DeVilliers of Willamette Valley Fire and Rescue Authority, Suzy Ryan of Scio Rural Fire, and Tammy Robbins of Jefferson Rural Fire District. She also reported sending postcards and emails reminding members of the conference and encouraging their attendance.

Region 3: Brenda Burks reported that she has 14 members of her region attending the conference this year.

Region 4: Jill Dorrell reported that her region has three new members in 2009; Susan Barrett of Port of Portland Fire Department, Karen Carnahan of Lake Oswego Fire and Rescue, and Lynsey Hillesland of Clackamas County FD #1. Seventeen members in her region are attending the conference. Susan Barrett is attending her first conference.

Region 5: Paula Wydra reported that she has emailed every member in her region to ask if they were attending the conference. Only a few members responded. She further indicated that she was informed by Vickey Dosier that two of her members are not renewing their membership. Paula spoke to Mona from Redmond Fire and Rescue, and she indicated that she feels that she is too busy to attend the workshops and the conferences. She is still attempting to find out why the other member didn't renew her membership.

Liaison: Karen Bracken indicated that she had nothing additional at this time.

COMMITTEE REPORTS

Membership: Barb Kunkel reported that as of October 12, 2009 we have received 120 renewals, including six associate members and 12 new members. With 13 lifetime members, we have a total of 133 members. Barb also reported that new members since our July meeting are Robyn Gerell, Shirley Pilley, Tammy Robbins, Analisa McKinley, Christa Shigley, and Karen Carnahan.

Hospitality: Jann Mann reported that the hospitality suite will be open for breaks, and in the evening following the banquet. It is also our plan, provided it doesn't rain, to make S'mores at the beach bonfire this evening.

Merchandising: Amy Anderson-Rice reported that she purchased new inventory which includes hoodies, zip hoodies, crewneck sweatshirts, with new colors including lime and pink, and the standard white and black. In addition, Amy expressed her thanks to Brenda Burks for transporting, handling, and selling merchandise on her behalf at the spring workshop.

Education: Pam Webber reported that since our last meeting she finalized several speaker details for the fall conference, coordinated same with Janet Huston, developed the agenda for the Customer Service Roundtable conference session, and continued the search for new speakers and creative presentations.

Accreditation: Susan Boyle reported that she has only worked on one accreditation application this year. She will present an award to Anna Kraemer at the banquet.

Protocol: Pat Cane indicated that no changes have been proposed regarding bylaws or policies at this time. During her report at the annual business meeting, it is her intent to ask for someone to work in tandem with her, so that the transition in a few years will be smooth. In addition, Pat will ask for volunteers to serve on the audit committee for the task of conducting the annual audit of the OFSOA financial records. In addition, she will be looking for someone to be the lead person on the audit committee.

Communication: Although Laura Houston was not in attendance, she submitted a report stating that since most of the board members are assisting with their own updates, the website is staying more current. A special thanks to everyone who has taken the time to learn how easy it is to update the site. Laura thinks that perhaps it is time to give the website a fresh look with perhaps new color and photos, and solicited ideas from the board members, if they are in agreement.

Liaison Reports:

Oregon Life Safety Team: Laura Houston in a report stated the team has accomplished some great things this year and is trying some new methods to stay on top of the many topics of fire and life safety. Laura forwards emails and web news to keep members up-to-date, and indicated that we are able to obtain more information about the team by following the link on OFSOA's home page 'Quick Link' section.

OAIRS: Inasmuch as Amy Anderson-Rice is no longer using OAIRS software, instead her district has chosen to use a third party vendor, she will no longer be an instructor of OAIRS and is resigning her position on the OAIRS Task Force Team through the Oregon State Fire Marshal's (OSFM) Office, and serving as the OAIRS Liaison for OFSOA. She will, however, be working with Claire McGrew, OSFM Data Services Manager, very closely in helping to transition data from third party vendors into the new system. Amy provided a flyer for the 'Train the Trainer' sessions available for the new OSFM fire reporting Oregon Fire Bridge System.

OFDDA: Karen Bracken will plan to attend future meetings. **OFCA:** President Rhonda Grant provided the report about OFSOA's upcoming conferences and workshops put together for the OFCA board meeting held on August 7, 2009. She provided the OFCA board with a 2009 OFSOA Conference flyer, as well.

Volunteer Compensation: Elaine Parrott was not in attendance, nor did she provide a report.

BUSINESS ITEMS

- 1. Conference 2009:** Janet Huston reported that we have a great lineup of speakers and topics.
- 2. Open Board Positions:** Karen Bracken reported that the board positions open for nominations are Vice President, Treasurer, Region 4 and 5 representatives. Election procedures were discussed.

Treasurer Vickey Dosier announced with regret that she is unable to continue her association with OFSOA due to a new management philosophy.

3. **Workshop 2010:** Lynsey Hillesland and Carrie Szabo of Clackamas County FD #1 reported that the workshop will be April 22 and 23, with the board meeting on April 21. They provided a report which included topics to include: Wellness; Tools for Success in your Workplace (Hiring, Maintaining, and Developing Employees); Team Building; Leadership; Safety Trailer & Education; Command Bus and Presentation; Art Therapy. In addition, they indicated that they have two ideas for the workshop: 1) Ice-breaker at the beginning of the workshop to help members get comfortable with each other, and 2) have members of each region sit with their Region Reps encouraging camaraderie and familiarity. There followed a question and answer period for Lynsey and Carrie to obtain clarification on various aspects of putting together a workshop.
4. **Conference 2010:** After a brief discussion, it was determined that the conference location will be changed to the Bend area and Bonita Johnson of La Pine Fire District will be the Chair. Dates are October 13-15 with the board meeting on October 12th at 3:00. The reason for the change is to encourage greater attendance. As a result of this change, Workshop 2011 will be in Roseburg.
5. **Workshop 2011:** The workshop will be in Roseburg and Amy Anderson-Rice will be the Chair.
6. **Conference 2011:** There is the possibility that we will go back to the coast, either Seaside or Cannon Beach, for Conference 2011. President Grant will begin soliciting a host or chair for that event during our Business Meeting.
7. **Lifetime Membership Requests/Applications:** The Board of Directors, through an electronic election process on August 12, 2009, voted to award lifetime membership to Elaine Parrott.
8. **Strategic Plan progress Report:** President Rhonda Grant distributed and reviewed a Strategic Plan Report. In addition, she provided a letter she created to satisfy the portion of Objective 3-D to develop a welcome packet for newly elected/appointed board and chair members. In addition, President Grant encouraged all board members to work on a guide for their position with which to pass on to their successor.

In an effort to meet Objective 3-F of the Strategic Plan, Pat Cane presented various ideas for identifying board members during conferences and workshops, i.e.; scarves and a ribbon option to place behind our name plates. *Brenda Burks made a motion to use the burgundy ribbon behind our name plates for this conference. The motion was seconded by Pam Webber and it passed by unanimous vote.*

In an effort to meet a portion of Objective 4-B of the Strategic Plan, President Grant presented a training evaluation worksheet called 'Sharing a Standard of Excellence with our Districts' so that attendees of the conferences and workshops can take notes with which to share with their chiefs and board members.

OTHER BUSINESS/GOOD OF THE ORDER:

Conference 2009 Chair Janet Huston asked that all board members and chairs help assemble binders and giveaways for the conference after the board meeting.

The meeting was adjourned at 4:25 p.m. by President Rhonda Grant.

Respectfully submitted by:

Janet L. Huston

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Siuslaw Valley Fire and Rescue