

OREGON FIRE SERVICE OFFICE ADMINISTRATORS  
Board Meeting Minutes  
DPSST, 4190 Aumsville Highway  
Salem, Oregon  
First Quarter     January 14, 2009

**ATTENDANCE:**

Executive Board:

- President Rhonda Grant, Stayton Fire District
- Vice President Susan (Mootry) 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

Standing Committees:

- Education Chair
- Membership Chair Barb Kunkel, Portland Fire & Rescue
- Communications Chair Lori Fawcett, Canby Fire
- Protocol Chair Pat Cane, McKenzie Fire & Rescue

Subcommittees:

- ✓ Accreditation Chair Susan (Mootry) Boyle, Tualatin Valley Fire & Rescue  
Conference 2009 Co-Chairs:
  - Phyllis Palmer
  - ✓ Janet Huston
- ✓ Hospitality Chair Laura Houston, Stayton Fire District
- ✓ Website Chair Laura Houston, Stayton Fire District
- Merchandise Chair Amy Anderson-Rice, Roseburg Fire Department

President Rhonda Grant called the First Quarter Board Meeting to order at 1:05 p.m. and introduced guests in attendance, as follows: Micki Valentine of Lyons RFPD, Tania Kleinschmit of Chemeketa College, Anna Kraemer of Marion County Fire District No. 1, and Elaine Parrott of Jefferson RFPD.

**OATH OF OFFICE**

President Grant administered the Oath of Office to Susan Boyle as Vice President. Susan was appointed to this position at the post conference 2008 board meeting until the 2009 elections.

**APPROVAL OF MINUTES**

President Grant noted that we purchased the laptop for OFSOA. The Treasurer will be able to use this to track the organizations finances. The Secretary is using it today to take minutes for the meeting.

*A motion was made by Karen Bracken to approve as presented the minutes of the fourth quarter Board Meeting held on October 14, 2008. Barb Kunkel seconded the motion, and the motion passed unanimously. A motion was made by Susan Boyle to approve as presented the minutes of the Annual Business Meeting held on October 15<sup>th</sup> and 16<sup>th</sup>.*

Brenda Burks seconded the motion, and the motion passed unanimously. A motion was made by Susan Boyle to approve as presented the minutes of the Post Conference Board Meeting held on October 17, 2008. Karen Bracken seconded the motion, and the motion passed unanimously.

### **CORRESPONDENCE**

President Grant read an email from Tari Glocar, Community Education Services Manager, Office of the State Fire Marshal. The email stated that the Office of State Fire Marshal is hosting the Fire Service Appreciation Day at the Capitol on Tuesday, January 27, 2009. OFSOA was invited to host a table(s) in the Galleria. The OFSOA representative will be recognized during the formal presentation. President Grant stated that she will be able to represent OFSOA at this event.

### **TREASURER'S REPORT**

President Rhonda Grant distributed and reviewed the highlights of the Treasurer's Report. She and the new Treasure, Vickey Dosier, have not completed the transfer of the accounting program and the associated records. This will be completed within the next few weeks.

General Fund Balance	\$ 7,286.12
Money Market	
General	\$ 2,969.13
Scholarship	\$ 3,748.80

There followed a motion by Vickey Dosier to approve the treasurer's report as presented. Susan Boyle seconded the motion and the motion was approved unanimously.

### **REPORTS OF THE REGIONAL REPRESENTATIVES**

**Region 1:** Jane Herman reported that she emailed everyone in her region, indicating that they missed a great conference. Jane was very pleased to report that she has a new member in her region, Nancy Asai of Mosier Valley Volunteer Fire Department. Additionally, Jane intends to promote the workshop in the weeks to come.

**Region 2:** Deb Keehn indicated that she is creating her email blast list of the members in her region. She further indicated that she sent out cards during the holiday season reminding members to mark their calendars for the April Workshop.

**Region 3:** Brenda Burks reported that she hasn't had the opportunity to communicate with her Region as yet. She plans, however, to contact non-members in the Region, have lunch meetings, and promote the April Workshop.

**Region 4:** Jill Dorrell was not in attendance. She indicated via email that she regularly emails her members.

**Region 5:** Paula Wydra was not in attendance. She indicated via email that she sent out Christmas cards to members of her region and plans to send out a postcard promoting the workshop.

**Liaison:** Karen Bracken indicated no additional information to report.

### **COMMITTEE REPORTS**

**Membership:** Barb Kunkel distributed the membership report and indicated that, as of January, 2009, we have received 122 renewals, including twelve new members and seven associate members. With eleven lifetime members, the total membership is 133.

**Hospitality:** Laura Houston reported that she is looking for additional members to assist with hospitality. Jan Mann expressed an interest and Bonita Johnson has helped in the past.

**Merchandising:** Amy Anderson-Rice was not in attendance. She indicated through her liaison that she did not have an update on clothing at this time although the clothing available at the last conference was appreciated and purchased. She plans to attend the April Board Meeting and will provide a report at that time.

**Education:** President Grant reported that Pam Webber of Medford Fire Department has offered to be on the Education Committee and she is willing to be the Chair. Other members who volunteered to serve on the committee are Darlaine Smith of Lebanon Fire District and Micki Valentine of Lyons RFPD.

There followed a motion by Karen Bracken to accept Pam Webber's offer to be the Chair of the Education Committee for a two year term. Susan Boyle seconded the motion and it passed unanimously.

**Conference 2008:** Bonita Johnson was unable to attend the Board Meeting. On her behalf, President Grant distributed a report on the 2008 conference, including member comments and budget/financial information with the conference making a slight profit.

**Accreditation:** Susan Boyle indicated that she has received from members a couple of draft accreditation levels applications to review. In addition, Susan reported that she updated the accreditation training history and distributed copies.

Karen Bracken indicated that many members are fully accredited on all three levels and are interested in taking accreditation/continuing education to another level. It was suggested that a committee be formed to pursue the various possibilities.

**Protocol:** Pat Cane reported no proposed bylaw changes at present. She will report on the proposed wording revisions and additions to the Policy Manual under the Business Items.

**Communication:** Lori Fawcett was unable to attend the meeting; she, however, indicated via email that she needs articles for the newsletter as soon as possible. The newsletter timeline will be emailed to board members.

Karen asked about the process to distribute the newsletter. In the past, as president, she was to receive the newsletter to approve it, and usually ended up having to finish and send on to the printer and for mailing. Karen suggested the publishing of the newsletter should be handled by someone other than the President. President Grant indicated that we need to research this procedural dilemma and develop a better process.

**Website:** Laura Houston reported that she has not had time to incorporate the change in officers on the website. She is also trying to determine ways for members to update their own profile on the site, rather than having one person doing all input and revision.

Karen Bracken asked about the committee and how they are helping Laura. Laura indicated that the help, because of website complexity is limited at this time, however, Pat Cane and Phil Hull both assist in certain areas.

## **LIAISON REPORTS:**

**Oregon Life Safety Team:** Laura Houston said that there was little to report at this time. She did indicate, however, that NFPA has changed their approach and is now distributing free information and tools on public safety. In addition, Laura indicated that the Fire Marshal's office is working on safety programs for senior citizens.

**OAIRS:** Amy Anderson-Rice was not in attendance. She reported no new information on the new OAIRS programming. She does plan to attend the next OAIRS meeting.

**OFCA/OFDDA:** President Grant reported that she attended the Joint OFDDA/OFSOA Conference in November 2008, introducing herself as the new president of OFSOA and reported on OFSOA and our organization, events, and activities.

**Volunteer Compensation:** Elaine Parrott reported that she is on the Volunteer Compensation Committee which is comprised of representatives from the various fire agencies. Elaine reported that the State of Oregon has indicated that they are going to recognize the Heart Act, but has yet to formalize their policy.

Elaine distributed a communication on volunteer compensation that she received at the last OFCA meeting. She also indicated that there was an article on this matter in a recent SDAO newsletter.

Elaine reported that she has been asked to serve on the board of the Oregon Fire Chief's Foundation. This group strives to make a positive difference for the Oregon fire service by supporting the education of current and future leaders in the fire service. The Foundation will support and assist Oregon fire agencies in many ways. Several new members have recently been added to the board. The group is currently redefining their goals and objectives to better serve the Oregon Fire Service.

## **BUSINESS ITEMS**

- 1. Education Committee:** President Grant indicated that at the present time the Education Committee is comprised on three members, Pam Webber, Micki Valentine, and Darlaine Smith, with Pam Webber now acting as the Education Chair by unanimous vote of the Board of Directors.
- 2. Workshop 2009:** Tania Kleinschmit, Workshop 2009 Chair, reported that she and Anna Kraemer, and Debbie Bates are working on the workshop. The theme is 'Planting Seeds of Success'. It will be held at Chemeketa College Regional Training Center and overnight accommodations have been arranged of the Phoenix Inn. Fun Night will be bowling and pizza. The dates of the workshop are April 23<sup>rd</sup> and 24<sup>th</sup>.  
  
Tania and Anna gave a brief synopsis of the classes, including both hands-on and classroom environments, including but not limited to 'Making your Work Place Green' and 'Customer Service'.
- 3. Conference 2009:** Janet Huston and Karen Bracken provided information pertaining to the conference, indicating that it will be held at the Hallmark Resort in Newport. The theme will incorporate the 'Back to Basics' idea, with preliminary plans to have a CPR Refresher, Minutes (Laws, Retention, Shortcuts, Key Words), Ethics, Budget Law (Department of Revenue), and Business Writing and Proofing. For motivational or key note speaker(s), the committee is considering Steve Hanamura who has presented to our conference before. There followed a discussion on other possibilities for a keynote speaker. Our treasury at this time does have funds dedicated to obtaining speakers with higher fees.

4. **Workshop 2010:** The host fire district will be Clackamas Co. Fire District #1, with Lynsey Hillesland acting as Chair of this committee. Lynsey's Fire Chief asked if some of their own people could attend. There followed a discussion regarding the possibility of waiving the registration fees for our members from the host agency. It was determined that we need a policy or procedure for workshops, incorporating the waiver of registration fees of the members of the host agency. Pat Cane, Protocol Chair, indicated that she will draft wording for a procedure to cover waiving workshop registration fees for host districts members.

*A motion was made by Pat Cane to waive the registration fees, including meals, for Tania Kleinschmit, Anna Kraemer, and Debbie Bates. Brenda Burks seconded the motion and the motion carried unanimously.*

5. **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; however, Region Rep Brenda Burks indicated that Amy feels confident that the building will be completed in time for the Conference.
6. **Policy Manual Proposed Changes:** Pat Cane distributed pages containing the highlighted revisions and new additions for the Policy Manual. There followed discussion and suggested changes from the board members. Pat indicated that she will take the suggestions and continue working on the manual for presentation to the Board at a later date.
7. **Membership:** Diane Tucci of Ashland Fire retired in December 2008 and is being considered for Lifetime Membership. President Grant indicated that she will determine Diane's total years in the fire service and as a member of OFSOA and will report back at the next meeting.

President Grant reported that we have become aware of a discrepancy in the years of service for Ann Walker-Bierman and as a result she didn't receive recognition for 15 years of service at Conference 2007. Several charter members can confirm that Ann was a charter member and has been a member since the first meeting of the organization. This issue will be resolved and action will be taken to provide the appropriate award to Ann.

8. **Strategic Plan:** President Grant led a discussion through the current major objectives, and the corresponding responsible officer of the Strategic Plan to be completed in the near future.
9. **Goodwill Representative:** Brenda Burks reported that she sent a get well card to Vicky Dosier who has been fighting bronchitis. She will be replenishing the card supply in the near future.

#### **OTHER BUSINESS/GOOD OF THE ORDER**

**Storage of OFSOA Hospitality Equipment & Supplies:** Over the years OFSOA has purchased many items used in our hospitality rooms such as slow cookers, coffee pots, bowls, etc. Stayton Fire District has been providing storage between events. The district would like OFSOA to consider other possibilities for storing their supplies. President Grant asked for suggestions.

**OFSOA Archived Records:** The question of who was responsible for maintaining the OFSOA records was brought up. That function was a part of an agreement between OFSOA and Griffin-Tabor, Inc. several years ago. At present the files/boxes are being

kept in a storage unit in the Keizer area. Rhonda indicated that she will contact Teri Van Wagner (formerly with Griffin-Tabor, Inc.) and report back to the Board at our next meeting. It would benefit the organization to make arrangements for our records and equipment. Brenda Burke will check with her district about storing OFSOA records in their records room. They do have the area that could hold the records and the only expense would be to provide appropriate storage boxes.

### **OATH OF OFFICE**

President Rhonda Grant administered the Oath of Office to Vickey Dosier for the position of Treasurer. Vickey was appointed to this position at the post conference 2008 board meeting until the 2009 elections.

Next regularly scheduled board meetings are:

**April 22, 2009** – Phoenix Inn, Salem; 6:00 pm, dinner, 7:00 pm meeting

**April 23-24, 2009** – Spring Workshop at Chemeketa College Regional Training Center

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

**October 13, 2009** – Hallmark Resort, Newport; dinner at 6:00, meeting at 7:00;

**October 14-16, 2009** – Conference at Hallmark Resort

Review Action Items – President Grant reviewed all new actions and responsible party as a result of the meeting.

The meeting was adjourned at 4:02 p.m.

Respectfully submitted by:

*Janet L. Huston*

Janet L. Huston  
Siuslaw Valley Fire and Rescue