

OREGON FIRE SERVICE OFFICE ADMINISTRATORS
Board Meeting Minutes – Fourth Quarter
Bend, Oregon
October 12, 2010

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 Susan Shepard, Polk County Fire District
- Immediate Past President Karen Bracken, Keizer Fire District
- Region 1 Rep Jane Herman, Mid-Columbia Fire & Rescue
- Region 2 Rep Deb Keehn, Jefferson Fire District
- Region 3 Rep Brenda Burks, Winston-Dillard Fire District
- Region 4 Rep Jill Dorrell, Newberg Fire Department
- Region 5 Rep Bonita Johnson, La Pine Fire District

Committee Chairs:

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

Subcommittees:

- Accreditation Chair Susan Boyle, Tualatin Valley Fire & Rescue
- Website Chair Laura Houston, Stayton Fire District
- Hospitality Chair, Vacant
- Merchandise Chair Amy Anderson-Rice, Roseburg Fire Department

President Grant called the Fourth Quarter Board Meeting to order at 3:40 p.m.

Also in attendance was Paula Landrus of Crook County Fire and Rescue.

Approval of Minutes: Moved by Deb Keehn, seconded by Barb Kunkel, to approve the minutes as presented. Motion carried.

Treasurer's Report: Treasurer Susan Shepard reviewed the Treasurer's Report; the checking account total is \$12,916.73; the money market account total is \$ 7,982.86 which includes the Scholarship fund is \$2,587.15 totaling \$ 20,899.59.

Education Chair Pam Webber asked if the scholarship applications were reviewed by Treasurer Susan Shepard prior to them being forwarded to her in an effort to make certain that the appropriate funds are available in the Scholarship Fund. It was stated that Susan checks for funds availability prior to forwarding the applications to the Scholarship Committee.

Approval of Treasurer's Report: Moved by Deb Keehn, seconded by Jill Dorrell, to accept the Treasurer's Report as submitted. Motion carried.

Region Rep Reports:

Region 1: Jane Herman reported that Gail Martin is the only member in her region attending the conference. Jane indicated that she is mentoring Debbie Adair of Springfield Fire and Life Safety who is very excited about OFSOA.

Region 2: Deb Keehn reported that she has 16 members in her region are attending the conference.

Region 3: Brenda Burks was not in attendance. Amy spoke on her behalf, indicating that Brenda is ill and unable to attend this year. Ann Walker-Bierman is also ill and unable to attend. Thirteen members from Region 3 are attending the conference, including new members, Bonnie Graham of Dexter Fire the region's newest member, Ellen Steele of Goshen Fire District. You will note that this is Ellen's first conference.

Region 4: Jill Dorrell reported that she continues to send emails to the members in her region. She indicated that 13 members from her region will be attending the conference, including her newest member, Judy Breeden from Sheridan Fire District.

Region 5: Bonita reported that there are nine members from Region 5 attending the conference, including new members, Missy Danforth of Chiloquin-Agency Lake RFPD and Devinee Martin of Crook County Fire & Rescue.

Liaison Report: Immediate Past President Karen Bracken had nothing to report at this time.

Committee Reports:

Membership Report: Barb Kunkel provided a report which indicated that as of October 7, 2010, we have had 87 renewals, including eight new members and two associate members. New members include Sheila Forster from Scio Rural; Joanna Jarvis from Dallas Fire/SW Polk; Linda Adler of South Lane County; Ellen Steele of Goshen Rural Fire; Connie Brodehl of Washington county Fire District #2; Judy Breeden of Sheridan Fire Department; Melissa Danforth from Chiloquin-Agency Lake RFPD; and Devinee Martin from Crook County Fire & Rescue.

Hospitality: Bonita indicated the Paula Landrus of Crook County Fire & Rescue for offering to chair the Hospitality Committee for Conference 2010. Paula indicated that the Hospitality Suite is in Room 318 and that her Administrative Assistant, Devinee Martin, is assisting her. Because the hotel has a complete breakfast available to hotel guests, they will not serve breakfast, however, they will be open for coffee, juice and fruit in the mornings, and will have snacks for the breaks.

Good Will: Rhonda reported that Brenda Burks has resigned from the position, and she will make an announcement to the general membership that we have this open position in an attempt to enlist a volunteer.

Merchandising: Amy Anderson-Rice reported that she prepared an inventory of the merchandise for the audit. In addition, she indicated that she purchased 55 tumblers for \$4.95 each and will sell them for \$10.00 each. Lastly, Amy suggested that she place the 'half-price' items that haven't sold into the silent auction. The suggestion was well received by those in attendance.

Education Report: Pam Webber provided a brief summary of the speakers for the conference, stating also that the topics are "awesome and balanced". She also indicated that our keynote speaker, Mr. Bill Gallagher, for Friday's session has provided personality profile questionnaires for the attendees to complete prior to the session. The questionnaires are in the back of the conference binders. Pam asked that the attendees be made aware of the questionnaires and the importance of completing them prior to the session.

Pam indicated that she has been talking to other keynote speakers for future conferences, including, but not limited to, Steve Hanamura, who is very expensive but apparently well worth the expense.

There was a discussion about the possibility of having one day Regional Training sessions, perhaps taking the place of workshops. Pam will email all the members regarding the Regional Training concept.

President Rhonda Grant commended Pam for her efforts since assuming the role of Education Chair.

Accreditation: Susan Boyle is unable to attend the conference and Elaine Parrot will conduct the Accreditation session with Pam Webber's assistance.

Protocol: Pat Cane reported that the latest Policy Manual is available online and there are no changes to the Bylaws.

Communication: President Rhonda Grant indicated that we still don't have someone to chair this committee.

Newsletter: With the absence of a Communication Chair, President Rhonda Grant has assumed the newsletter responsibility.

Website: Laura Houston was not in attendance.

Liaison Reports:

Oregon Fire Bridge: Claire McGrew was not in attendance.

Oregon Life Safety Team: Laura Houston was not in attendance; however, President Rhonda Grant indicated that Laura emails information pertaining to Oregon Life Safety Team as it happens.

OFDDA: Karen Bracken had nothing to report.

OFCA: President Rhonda Grant reported that she sent a letter to the fire chiefs reminding them about the conference. In addition, Rhonda indicated that she will attend the OFDDA/OFCA Joint Conference in November.

Volunteer Compensation: President Rhonda Grant read an email from Elaine who indicated that different organizations are still working on this issue and that there is still disparity as to how volunteer compensation is handled in the fire service.

Business Items:

- 1) 2010 Conference Report:** Bonita Johnson, Conference Chair, reported that they are ready, and the binders are all put together. She indicated that she has a great team consisting of Paula Landrus of Crook County Fire and Rescue, and Judy Norris and Peggy Kirkpatrick of Bend Fire Department. The hotel's complimentary breakfast starts at 6:30 a.m. and the Hospitality Suite will be open at 7:00 a.m.

Bonita reminded the members of the board that there will be a New Member Orientation from 8:30 to 9:00, and that Board members are expected to attend. Regarding the New Member Orientation, Karen Bracken indicated that Jane Herman, Pat Cane, and Karen are speaking; Bonita will call all the new attendees this evening to remind them to attend the orientation. In addition, we are giving each new member a letter opener. It has a wooden handle and OFSOA inscribed on the handle.

- 2) Workshop 2011:** Amy Anderson-Rice reported that the workshop will be April 14th and 15th, with a board meeting on April 13th. It will be at the City of Roseburg Fire Department's new Public Safety Center. Amy is checking out hotels and working on the class sessions. Amy is hoping that Ann Walker-Bierman and Brenda Burks will be on her committee.

- 3) Conference 2011:** The conference committee is comprised of Karen Bracken, Susan Boyle, and Amy Anderson-Rice. Amy presented information on the Oregon Garden Resort in Silverton (near Salem) as a possible location for the conference. She indicated that each member will get a complimentary pass to visit the gardens. They have a breakfast buffet and the chef is known worldwide. The resort requires a \$500 deposit. They also require that we spend \$5500 on meals. Amy calculated that we would most probably exceed that amount by \$300 to \$500. The resort representatives can help us with our fun night, with preliminary ideas including a scavenger hunt and a Wii Party.

The presentation was well-received by the members of the board and the committee will proceed accordingly.

- 4) Board Position Nominations:** Karen Bracken reported the following positions are up for nomination; President, Secretary, Region 1 Representative, Region 2 Representative,

and Region 3 Representative. She reported that the current President, Rhonda Grant is running for President. Jane Herman will run for Region 1 Representative, and Deb Keehn will run for Region 3 Representative. Board President Rhonda Grant reported that Bonita Johnson has resigned her position at Region 5 Representative. Paula Landrus has indicated that she will take her place but it will still be opening up, should anyone else wish to run for the position.

- 5) **Name Badges:** Pat Cane reported that the consensus is that we keep our existing badge, but retrofit it with a heavy magnet.
- 6) **Dues Increase Proposal:** President Rhonda Grant indicated that there have been comments pertaining to the possibility of increasing the dues to generate more revenue. There followed a discussion, with Karen Bracken and Amy Anderson-Rice expressing that they are against an increase at this time. We wish to encourage membership, rather than discourage it, and given the fact that many districts are experiencing tight budgets during these economic times, Janet Huston made a motion that we table the discussion on the increase of dues for two years. Pam Webber seconded the motion and it passed unanimously.
- 7) **Lifetime Membership Considerations:** There is a possibility that Ann Walker-Bierman will be retiring soon after 30 years service, and she would be a candidate for a Lifetime membership. Pat Cane indicated that she is working with Ann on her accreditation.
- 8) **Strategic Plan Updates – Board Member Guides:** President Rhonda Grant indicated that she has been working on Board Member Guides, with more work yet to be done. In addition to the guide, the outgoing officer must mentor the new officer. Also, President Grant indicated that officers should know the portions of the Strategic Plan for which they are responsible.
- 9) **Depoe Bay Office Administrator:** Karen Bracken indicated that Phyllis Palmer has been diagnosed with breast cancer. The Depoe Bay Fire Chief contacted Karen to provide the update and, depending on the circumstances, to indicate that he may look to OFSOA for help.

Adjournment: With no further business to come before the board, President Rhonda Grant adjourned the meeting at 5:50 p.m.

Submitted by: Janet L. Huston, Secretary