

OREGON FIRE SERVICE OFFICE ADMINISTRATORS  
Post Conference Board Meeting Minutes  
Resort at the Mountain – Welches, Oregon  
October 18, 2013

Board President Susan Shepard called the meeting to order at 12:25 p.m.

**Executive Board:**

- ✓ President Susan Shepard, Polk County Fire District
- ✓ Vice President Deb Keehn, Jefferson Fire District
- ✓ Secretary Julie Spor, Sisters-Camp Sherman Fire District
- ✓ Treasurer Jamie Vohs, Black Butte Ranch Fire District
- ✓ Immediate Past President Rhonda Grant, Stayton Fire District
- ✓ Region 1 Rep Jennifer Fox, La Grande Fire Department
- ✓ Region 2 Rep Micki Valentine, Lyons Rural Fire District
- ✓ Region 3 Rep Robin Paulson, Illinois Valley RFPD
- ✓ Region 4 Rep Mary Lou Busch, Mist-Birkenfeld RFPD
- ✓ Region 5 Rep Paula Landrus, Crook County Fire & Rescue

**Committee Chairs:**

- ✓ Education Chair Pam Webber, Medford Fire Department
- ✓ Membership Chair Amy Anderson-Rice, Roseburg Fire
- ✓ Protocol Chair Susan Barrett, Port of Portland Fire Department
- Communications Chair Stacy Brainard, Klamath County FD #1

**Subcommittees:**

- Accreditation Chair Susan Boyle, Tualatin Valley Fire & Rescue
- ✓ Website Chair Laura Houston, Stayton Fire District
- Hospitality Chair, Bonita Johnson, LaPine Rural FPD
- Newsletter Editor Stacy Brainard, Klamath County Fire District
- Good Will Representative Lois Smith, North Lincoln F & R District 1
- ✓ Merchandise Coordinator Tammy Robbins, Jefferson Fire District
- ✓ Scholarship Deb Keehn, Jefferson Fire District
- ✓ New-To-You Store Cheryl Miles, Silverton Fire District
- Auditor Laoreal Williams, OFDDA

**Members:** Pat Cane, McKenzie Fire and Rescue

President Susan Shepard provided a recap of the conference awards and board elections (listed later in minutes). The updated Bylaws were adopted at the Business Meeting on Thursday by a unanimous vote.

Pat Cane is now retired as Protocol Chair and Susan Barrett of Port of Portland Airport Fire Department has expressed interest in the position. The Board consensus was to have Susan Shepard appoint Susan Barrett effective immediately.

Officers elected during the business meeting were: Deb Keehn – Vice President, Jamie Vohs – Treasurer, Region 4 Rep – Mary Lou Busch, Region 5 Rep – Paula Landrus and Stacy Brainard was appointed as Communications Chair.

Award recipients were:

- ✓ Accreditation: Amy Anderson-Rice, Sharon Cox, Sadie Bernt and Carrie Compton
- ✓ Life Membership Awards – Bark Kunkel, Pat Cane and Janet Huston

- ✓ Committee Awards/Recognition - Committee positions don't have terms and often go unrecognized for the years they've served. These people have served 5 or more years in their position. President Susan Shepherd wanted to formally recognize them and let them know they are appreciated for all the work they contribute.
  - Protocol – **Pat Cane** – Founder member #5 – 1992 was Secretary then was Protocol Chair in 1993 thru Oct. 2013 when she retired as Protocol Chair and will retire from the Fire Service in Dec. 2013.
  - Education – **Pam Webber** – started in position in 2009-present
  - Accreditation – **Susan Boyle** – 2008 to present
  - Education & Accreditation – **Rebecca Hollenbeck** - Education 1998 to 2003 & Accreditation 2001 to 2008.
  - Hospitality – **Laura Houston** – since inception 2000 to 2009
  - Website – **Laura Houston** – since inception 2000 to present
  - Communication – **Lori Fawcett** – 2000 thru 2008
  - Merchandise – **Barb Kunkel** – 1998 thru 2011 – she was recognized last conference when she retired
- ✓ President's Award – Rhonda Grant
- ✓ 15-year Award (clock) – Lori Fawcett, Cheryl Miles

The 2014 board meeting dates were announced:

- ✓ 1<sup>st</sup> Quarter – January 16, DPSST Salem
- ✓ 2<sup>nd</sup> Quarter – April 16, Lincoln City
- ✓ 3<sup>rd</sup> Quarter – July 16, Wilson Heirgood, Eugene
- ✓ 4<sup>th</sup> Quarter – October 14, Eagle Crest

Treasurer and Committee Chairs reported the following estimates of receipts during conference:

- ✓ Silent Auction \$326+/-
- ✓ Raffle \$402+/-
- ✓ Store \$657+/-
- ✓ New to You \$50+/-

Amy Anderson-Rice took member photos during conference and will forward them to Rhonda Grant to update the roster. The Board discussed purchasing a camera for the group to use at functions. Board consensus was to have Amy Anderson-Rice research and purchase a camera in the \$150 price range.

Mary Lou Busch asked about the option of taking credit cards. Some research was done prior on Square-Up and the information will be looked at again to see if it's a viable option for the group.

Paula Landrus reported the Region Reps met with Laura Houston yesterday at the Hospitality House and went over Member's Corner. Paula Landrus said it was a beneficial meeting and the representatives plan to meet together each year during conference.

Paula Landrus reported for Bonita Johnson that Hospitality went well. The group enjoyed and appreciated having a hot breakfast. Laura Houston helped during the event and pack up when the conference was over and Paula and Bonita thanked her.

Kimberley Summers from Ashland has expressed interest in hosting the 2015 conference. President Susan Shepard will contact her and report back to the Board.

No further business was discussed and President Susan Shepard adjourned the meeting at 12:43 p.m.

Respectfully submitted by,

Julie A. Spor, Secretary