

OREGON FIRE SERVICE OFFICE ADMINISTRATORS
Board Meeting Minutes – 2nd Quarter
Shilo Inn – Seaside, Oregon
April 24, 2013

ATTENDANCE:

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, LaGrande Fire Department
- ✓ Region 2 Rep Micki Valentine, Lyons Rural Fire District
- Region 3 Rep (open)
- ✓ 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
- ✓ Communications Chair Ellen Steele, Goshen Fire
- ✓ 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, 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

Introduction of Guests: Jill Dorrell, Newberg Fire Department, Karin Goodman - 2013 Workshop Co-Chair (with Mary Lou Busch, Mist-Birkenfeld Fire Dept), Vernonia RFPD, Vickey Dosier, Keizer Fire Department, Cheryl Miles, Silverton Fire Department and Chris Dugan, Fire Marshal from Seaside Fire Department.

President Susan Shepard called the 2013 2nd Quarter OFSOA Board Meeting to order at 3 p.m. Susan distributed the agenda and new written reports. Board meeting packet had been distributed electronically.

President Shepard gave newly appointed Treasurer, Jamie Vohs of Black Butte Ranch RFPD the Oath of Office.

Approval of Minutes: *The 1st Quarter Board Meeting Minutes were presented and reviewed. A motion was made by Ellen Steele to approve the minutes. Deb Keehn seconded the motion, which passed unanimously.*

Correspondence: Received correspondence from different hotels around the state expressing interest in hosting OFSOA events.

TREASURER'S REPORT:

The Treasurer's Report was distributed and reviewed by Treasurer Jamie Vohs. The checking account balance as of March 31, 2013 was \$12,820.52 with undeposited funds (which have since been deposited) of \$3,040.00 for a total of \$15,845.52. *A motion was made by Ellen Steele to approve the Treasurer's Report as presented. Deb Keehn seconded the motion which passed unanimously.*

REPORTS OF THE REGIONAL REPRESENTATIVES:

Region 1: Jennifer Fox sent out cards about workshop to those in her region and has sent out a couple of emails to prospective members. No new members to report.

Region 2: Micki Valentine no report.

Region 3: open – IPP Rhonda Grant will stay in touch with Region 3 members while this position is open. She is working on updating the orientation manual and gifts for new members.

Region 4: Mary Lou Busch reported she has been busy with workshop planning and has not had a lot of activity with new members, but does report one contact made in Scappoose.

Region 5: Paula Landrus reported cards were sent to all members in her region who attended the conference and has encouraged all region members to attend workshop.

COMMITTEE REPORTS:

Membership: Amy Anderson-Rice reported 152 current/active members. This is a combination of members, life members and association members who have paid their 12/13 dues. Amy distributed two spreadsheets of OFSOA members. One list is current/active/paid members and the other is active/not current/not paid members. Amy asked the group to review the spreadsheets and report updates to her so she can clean them up. There were three new members to report: Danna Wafer from Douglas County FD #2, KrieAnn Kudar from North Lincoln Fire and Rescue #1 and Jessica Carpenter from OFDDA.

Amy would like some direction from the Board regarding how long to keep the hard copy of the membership records. Once received, they are entered into an electronic database. After some discussion the consensus was to retain the paper copy of the record until the next renewal is received.

Amy will communicate with Region Reps to remove or add members from the Member's Corner of the Website. Amy and Laura will keep the website emails updated for the blast.

Hospitality: Bonita Johnson reported the hospitality room will be open mornings and breaks for workshop. She enjoys working as our hospitality chair. Her budget in LaPine has taken some hits and she hopes to continue to be able to come to OFSOA events.

Good will Representative: President Susan Shepard reported for Lois Smith. Cards have been sent to Julie Spor and Susan Boyle. She will be sending one to Tara Constantine.

Merchandising: Tammy Robbins asked the Board what her budget will be for purchasing new items for the store. She also asked who needed new nametags and asked for clarification on who pays for them. After some discussion the consensus was the nametag is paid for by the individual or their department. Please let Tammy know if you need a new nametag and she will place order.

Cheryl Miles reminded everyone of the "New to You" store.

Education: Pam Webber reported at the 1st Quarter 2013 meeting that she was attending a Women's Leadership Conference, however she was waitlisted and unable to attend. She will try to register earlier next year.

Pam sent information to Susan Boyle on Soul Canyon for the 2013 Conference, but the spots were already filled with other classes.

Accreditation: Susan Boyle reported she is working with a few people, but nothing new to report at this time.

Event Resource Contact: Bonita Johnson will be starting a list of hotels/event centers who contact OFSOA expressing interest in hosting our events. This will keep all the request and correspondence in one place for future reference.

Protocol: Pat Cane distributed a "Discussion Draft" of the OFSOA Manual. She asked the Board to review for understanding, spelling, grammar, etc. At this point, don't pay attention to indentions, outline and index

as she did not have time to adjust those prior to the meeting. Pat asked members to pay special attention to their areas in the manual.

Audit Committee: no report

Communication/Newsletter: Ellen Steele asked the Board if we'd like to expand or reduce the newsletter. After much discussion, the consensus was to let the information that needs to be distributed dictate the size of the newsletter and email Ellen/Stacy Brainard with suggestions.

Website: Laura Houston has done a lot of work over the last couple months cleaning up and updating the website. Most pictures/bios of Board are now up. Laura is also working with Amy Anderson-Rice on cleaning up the news blast list. Laura reminded Board members to keep their areas of the website ~~cleaned up~~ and to train their successor on how to change the areas of the website which are their responsibility.

Liaison Reports:

Oregon Fire Bridge – Dave Gulledge, OSFM – report was distributed. Highlights are: 1) Thanks to agencies who reported incident data for 2012. It is now being compiled and results will be published at a later date. 2) NFIRS classes are being conducted on the last Tuesday of each month from 1-3 p.m. at the OSFM headquarters in Salem. 3) OSFM Data Collection & Research Unit is available to answer NFIRS, Fire Bridge or other incident reporting questions.

Oregon Life Safety Team – Laura Houston, Stayton Fire – Laura Houston was unable to attend the last OLST meeting, but did review the agenda. Some discussion items were: fire resistive landscapes, Tsunami evacuation routes and an app for those routes are available on your smart phone. All brochures, information can be obtained from their website.

OFDDA – Roy Palmer – Sent a report by email. Current legislative session is underway.

OFCA – John Nohr, Portland Fire & Rescue – Email from John Nohr to President Susan Shepard was distributed. Highlights are: Spring conference being held in Redmond May 8-10, OFCA participated in two roundtables this spring focused on career and volunteer departments, reviewing ISO insurance standards, volunteer compensation issues, current legislature and working to clarify State of Oregon rules in relation to firefighter safety.

Business Items:

- 1) Workshop Info – Mary Lou Busch. Dinner to follow board meeting upstairs. Passed around a plaque that OFSOA has purchased for the Seaside Fire Department to honor Karna Cupples, their office administrator who passed away this year. Fire Marshal Chris Dugan of Seaside Fire Department announced the Fun Night Thursday after workshop will include a steak and seafood dinner, cooked and served by the Seaside Fire Department, followed by Bunco. If you haven't signed up for Fun Night, but would like to attend, let Treasurer Jamie Vohs know and pay her \$25 per person. Mary Lou announced a shuttle will be available to/from the Seaside Fire Department for fun night. Sack lunches will be available during Thursday's lunch break. In honor of Administrative Professional's Day, the committee purchased pansies for each member attending the workshop. They can be picked up at lunch Thursday.
 - a. President Susan Shepard commended the workshop committee for picking up the pieces and working so hard in planning an outstanding workshop upon Karna's passing.
- 2) Past President Rhonda Grant announced the Conference Call account is currently in her name and she would like it transferred into OFSOA's name. It runs approximately \$10-20 during the month's that include a board meeting depending on how many members call in. *A motion was made by Pam Webber to transfer the Conference Call Account from Rhonda Grant's name to OFSOA. Micki Valentine seconded the motion which passed unanimously.*
- 3) An Organization Chart showing the flow from officers through committees was distributed to the Board.
- 4) Region 3 Rep will be covered by Past President Rhonda Grant until it is filled as reported earlier in the meeting.

- 5) The consensus of the Board was to remove inactive (unpaid) members from the email blast list if their annual dues are not paid by October 1 of each year. Pat Cane and Amy Anderson-Rice to discuss length of service gifts and when/who should receive them and present a proposal at the July Board meeting.
- 6) Website was discussed earlier in the meeting.
- 7) Policy review was discussed earlier in the meeting.
- 8) President Susan Shepard considered changing the name of the "New to You" store due to other businesses having that name, but after some thought and discussion decided it was not necessary and will remain the same.
- 9) The 13-14 Proposed Budget was distributed for review/discussion. No questions were presented but a suggestion was made to add a justification sheet for each line item for the July meeting. Treasurer Jamie Vohs will have that ready and encouraged the Board to email suggestions/questions to her regarding the Budget document.
- 10) Susan Boyle discussed the 2013 Conference. She now has another lady in her office that has helped her tremendously with planning. She is still looking for a Keynote Speaker. If you have any ideas, please let her know.
- 11) Workshop 2014 is being planned by Phyllis Palmer and Lois Smith. Deb Keehn recommended changing the workshop date to the week of the 17th rather than the 24th due to payroll demands. President Susan Shepard will confirm with the committee that the date change will work for them.
- 12) President Shepard reported we need a committee and location for the 2014 Conference.

Other Business/Good of the Order:

- The photo roster is being compiled and will be updated to the website member's corner and distributed.

No further business was discussed and the meeting was adjourned at 5:07 pm by President Susan Shepard.

Respectfully submitted by,

Julie A. Spor, Secretary