

OREGON FIRE SERVICE OFFICE ADMINISTRATORS
Board Meeting Minutes – 4TH Quarter
Resort at the Mountain – Welches, Oregon
October 15, 2013

Board President Susan Shepard called the meeting to order at 3:02 p.m. Past President, Rhonda Grant did the invocation and Secretary, Julie Spor did roll call:

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 – in at 3:41 p.m.

Committee Chairs:

- ✓ Education Chair Pam Webber, Medford Fire Department
- ✓ Membership Chair Amy Anderson-Rice, Roseburg Fire
- ✓ Communications Chair Stacy Brainard, Klamath County FD #1
- 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 – in at 4:05 p.m.
- ✓ Newsletter Editor Stacy Brainard, Klamath County Fire District – Via Skype
- 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

Appoint Parliamentarian: Protocol Chair Pat Cane was absent and President Susan Shepard appointed Past President Rhonda Grant parliamentarian for this meeting.

President, Susan Shepard distributed any reports updated since the electronic distribution of the board meeting packet. Board meeting packet had been distributed electronically.

Region 3 Rep Appointment: Robin Paulson expressed interest in filling the vacant Region 3 rep position. President Susan Shepard received a letter from Chief Hoke from Illinois Valley RFPD in support of Robin filling the position. *A motion was made by Deb Keehn to approve Robin Paulson's appointment as Region 3 representative, Jamie Vohs seconded the motion, which passed unanimously.*

Communication Chair Resignation: A letter was received from Ellen Steele resigning her position of Communications Chair. President Susan Shepard received consensus from the Board to appoint Stacy Brainard, Newsletter Editor to the position. Chief Spradley offered a letter in support of the appointment. President Susan Shepard gave the Oath of Office to Stacy via Skype.

No other guests were present at this meeting.

Approval of Minutes: *The 3rd Quarter Board Meeting Minutes were presented and reviewed. A motion was made by Jennifer Fox to approve the minutes. Deb Keehn seconded the motion, which passed unanimously.*

Correspondence: Miscellaneous correspondence was reviewed by Susan Shepard and included: An article in the Communique featuring OFSOA, Janet Houston and Pat Cane retirement announcements (Pat Cane will retire her position as Protocol Chair effective the end of 2013 Conference), Springfield ambulance billing tech, Deanna Berens who passed away suddenly, information regarding used equipment donations from Genoa Ingram via OVFA. Micki Valentine's mother recently passed away and Susan Shepard presented her with a plant from the group.

TREASURER'S REPORT:

The Treasurer's Report was distributed and reviewed by Treasurer Jamie Vohs. Jamie noted we have normal receipts and expenditures for this time of the year. As of the end of September 2013, the checking account balance is 24,687. Expenditures to date (9/30/13) are \$947 and do not include all conference expenses. Pam Webber asked why the scholarship fund was moved to the general fund. Susan Shepard explained this was approved by the Board quite a while ago, it was a housekeeping issue and eliminates the need to transfer money in and out when scholarships are needed. *A motion was made by Amy Anderson-Rice 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 emails to those members in her region who are attending conference as well as those who are not attending and encouraged them to come next time. Jennifer is also working on a letter to send to non-members in her region asking them to join or re-join.

Region 2: Micki Valentine has been working on getting members accredited. Micki also worked with Amy Anderson-Rice and Laura Houston to update the Member's Corner of the website, edited the Bylaws and has 19 members in her region registered for conference.

Region 3: Newly appointed Robin Paulson thanked the Board for their encouragement in her taking on this role. Robin reported that Delaine Sherman is no longer working and asked the group to keep a co-worker of hers (Alison) in our prayers.

Region 4: Mary Lou Busch has updated her region's member roster, sent emails to members, working as a part-time Assistant Chief, hired a clerical assistant and reported her part-time Fire Chief will be joining OFSOA. Mary Lou has been training for the Portland Stair Climb!

Region 5: Paula Landrus asked if the Region Reps are getting a list of conference attendees for their areas. Some region reps received a list from Laureal Williams and some did not. Treasurer Jamie Vohs has the most up to date list and will forward the list to whoever would like a copy. Many of the Region 5

members will be attending. Paula also reported some computer problems at work and as a result she lost many of her contacts. She asked members to send her their information.

Region Liaison: Rhonda Grant reported she will be asking for nominations at the Annual Business Meeting on Wednesday, 10/16 for Vice President, Treasurer and Region 4 & 5 representatives. Currently the only members that have turned in nominations forms are Deb Keehn for Vice President, Jamie Vohs for Treasurer, Paula Landrus for Region 5 and Mary Lou Busch for Region 4. All members currently running for office are current, active and paid members of the organization.

Rhonda reported she recently attended the IAAP conference in Anaheim, California. Approximately 1500 administrative professionals attended the conference and she recommends attending. Rhonda did a quick raffle of free gifts she got from the conference to share with the group.

COMMITTEE REPORTS:

Membership: Amy Anderson-Rice reported the membership renewals were sent out the beginning of August and are still trickling in. Amy plans to meet with the Region Reps during conference to review their members and determine why some payments have not been received.

The membership report was distributed and reviewed.

Amy expressed concern that some new members may not have learned about conference until it was too late to sign up. Laura Houston reported a process that is intended to orient new members has been inadvertently been left out of the manual and needs to be added. Rhonda Grant added she has prepared orientation manuals and welcome gifts for the new members attending conference.

Amy distributed copies of the current and new, proposed version of the membership renewal application for review. A couple changes were made to the draft including removing the second conference category, adding workshop category and removing scholarship category from the committee section. Consensus of the Board was they all liked the new version.

Merchandising: Tammy Robbins reported she has 25 new items for the store. Bonita Johnson sold her embroidery business, so going forward Tammy will use an embroidery shop closer to her District, which will save on shipping costs.

New to You: Cheryl Miles has not connected to turn in money and receipts to Treasurer Jamie Vohs after spring workshop. After some discussion, the Board agreed to just add the money from sales at workshop to the sales after conference and turn them all in together.

Education: Pam Webber reported Eileen Eakins and George Dunkel from SDAO have a great class called Board Duties and Responsibilities and management training that she would recommend. Marianna from OSFM's office is interested in doing a Conflagration Billing class for our group. Pam recommended the entire group go back to their offices and look at the webinar "Surviving an Active Shooter – Run, Hide, Fight". Other topics discussed were: Emotional Intelligence, Workplace Violence and Soul Canyon Excel training.

Accreditation: Susan Boyle reported she has a few people receiving their accreditation at the banquet and presented Robin Paulson with her plaque.

Event Resource Contact: Bonita reported we should start putting feelers out there for hosting the 2015 conference.

Scholarship: Deb Keehn reported we granted one full scholarship and one conference-only scholarship for conference. Scholarships totaled around \$680 and the budget for conference is \$1500 so the budget is looking good.

Audit Committee: Susan Shepard announced the audit would take place during the conference. Laoreal Williams will ask for volunteers to serve on the audit committee.

Communication/Newsletter: Stacy Brainard reported the group currently sends out two newsletters per year (spring and fall). Fall newsletter went out mid-August and spring newsletter is slated to go out the end of February or first of March. Stacey is interested in expanding our communications in other newsletters with a small article in the Gated Wye. She is working on a draft email to send to members to survey what they'd like to see in the newsletter. The Communications Chair reports to the Board Secretary and as such, Stacey will begin sending a copy of the draft newsletters to Julie Spor for editing. Stacey also plans on updating her portion of the website.

Website: Laura Houston has been working through some changes to the website and during the transition, some site permissions have been messed up and she is working through the issues. Laura has the New to You page still on her to-do list. 13 members are currently authorized to edit the website. She informed the Board the user id and passwords you use to login to Member's Corner are only kept Internet Explorer for 30 days. So, every thirty days, you will have to enter your password.

Liaison Reports: no reports were received.

Business Items:

1) Bylaws Revision

- a. The draft that Pat Cane has worked so diligently on was presented and reviewed by members. Susan Shepard advised the Board this is a work in progress and asked if anyone had changes to the document, or if the Board is satisfied with the document, a motion to approve the draft going before the membership at the Business meeting for approval. *A motion was made by Deb Keehn to approve the draft Bylaws as presented at the meeting. Amy Anderson-Rice seconded the motion, which passed unanimously.*

2) Susan Shepard reported for Pat Cane in her absence. Pat recommended the Board make the Policy Manual a living document so when we have changes, we can make them without having a formal adoption process each time. The consensus of the Board was to rename the document a "Procedure Manual" rather than Policy Manual. The Procedure Manual was reviewed and changes were made to a couple of areas including those listed below.

- a. Page 4, item d "At the same time, Membership will create website login and password, add member to roster database and add them to email and news blast list." Membership does not take care of that, the website chair does.
- b. Page 16, item D1a) will be moved under Membership Chair.
- c. Page 16, item D1b) will be revised to say "Work with Membership Chair to coordinate information collected for the Resource Guide."
- d. Page 16, item D1d) change the word "quarterly" to "regular".
- e. Page 21, item 4i – bullet #3 strikeout "most of the" and replace with "50% of the".

- 3) Rhonda Grant will serve as Protocol Chair at end of conference until a replacement is found.
- 4) A draft Board & Event History Chart was distributed. Pat Cane has been in charge of this document and suggested that Amy Anderson-Rice take it over and transition the information to the database to keep it all in one place. Amy agreed it was a good idea.
- 5) Amy Anderson-Rice distributed a flyer with Years of Service award options. She asked the Board for input on whether or not they liked the options, how much money an award should cost and how many of each to stock. After some discussion, Amy will research cost and other options and present at the 1st Quarter 2014 Board meeting.
- 6) A Strategic Plan update workshop will be scheduled after the holidays.
- 7) Conference 2013. Hospitality will be in Room 901 – a small golf condo across the street from the Resort.
- 8) Workshop 2014 planning is coming along. It will be held in Lincoln City and co-Chairs of the event are Lois Smith and Phyllis Palmer.
- 9) Conference 2014 will be held in Eagle Crest and Central Oregon girls will be planning the event with Julie Spor and Jamie Vohs as co-chairs of the event.
- 10) Reminder of the Oregon Fire Service Conference in Pendleton coming up in November.
- 11) Life membership nominations were received for two members. *A motion was made by Rhonda Grant to make Pat Cane and Life Member of OFSOA. Amy Anderson-Rice seconded the motion, which passed unanimously. A motion was made by Deb Keehn to make Janet Houston a Life Member of OFSOA. Julie Spor seconded the motion, which passed unanimously.*

Other Business/Good of the Order:

- Pam Webber reported she is working on recruiting new members from her District.
- Susan Shepard asked the Board to review the agendas for the Business and Post Conference meetings.
- Susan Shepard presented gifts she made to show her appreciation for the Board and thanked them for their service the past year.

No further business was discussed and President Susan Shepard adjourned the meeting at 5:36 p.m.

Respectfully submitted by,

Julie A. Spor, Secretary