

OREGON FIRE SERVICE OFFICE ADMINISTRATORS  
Board Meeting Minutes – 1<sup>st</sup> Quarter  
DPSST, Salem, Oregon  
January 16, 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 – **Via Telephone**  
Treasurer (open)
- ✓ Immediate Past President Rhonda Grant, Stayton Fire District
- ✓ Region 1 Rep Jennifer Fox, LaGrande Fire Department - **Via Telephone**
- ✓ Region 2 Rep Micki Valentine, Lyons Rural Fire District  
Region 3 Rep (open)
- ✓ Region 4 Rep Mary Lou Busch, Mist-Birkenfield RFPD  
Region 5 Rep Paula Landrus, Crook County Fire & Rescue

**Committee Chairs:**

- ✓ Education Chair Pam Webber, Medford Fire Department - **Via Telephone**
- ✓ Membership Chair Amy Anderson-Rice, Roseburg Fire- **Via Telephone**  
Communications Chair (open)
- ✓ Protocol Chair Pat Cane, McKenzie Fire & Rescue- **Via Telephone**

**Subcommittees:**

- ✓ Accreditation Chair Susan Boyle, Tualatin Valley Fire & Rescue  
Website Chair Laura Houston, Stayton Fire District
- ✓ Hospitality Chair, Bonita Johnson, LaPine Rural FPD – **Via Telephone**  
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:**

- ✓ Jamie Vohs, Black Butte Ranch Fire District- **Via Telephone**
- ✓ Karna Cupples, Seaside Volunteer Fire & Rescue.
- ✓ Ellen Steele, Goshen Fire District
- ✓ Cheryl Miles, Silverton Fire District

President Susan Shepard called the 1<sup>st</sup> Quarter OFSOA Board Meeting to order at 1 p.m. Susan distributed the agenda and written reports.

Susan received a nomination form for the Treasurer position from Jamie Vohs at Black Butte Ranch Fire District & Communications Chair position from Ellen Steele at Goshen Fire Department. The group gave consensus for President Susan Shepard to appoint Ellen Steele to the position of Communications Chair and administer the oath of office. Jamie Vohs was appointed as Treasurer by President Susan Shepard and will receive her Oath of Office at a later date when she can be present.

**Approval of Minutes:** *The 4<sup>th</sup> Quarter Board Meeting Minutes, Annual Business Meeting Minutes and Post Conference Board Meeting Minutes were presented and reviewed. A couple typographical changes were noted and a motion was made by Ellen Steele to approve the minutes with changes noted. Deb Keehn seconded the motion, which passed unanimously.*

**Correspondence:** President Susan Shepard reviewed holiday cards and thank you notes received.

## **TREASURER'S REPORT:**

The Treasurer's Report was distributed and reviewed by President Susan Shepard. The checking account balance as of December 31, 2012 was \$13,085.15. *A motion was made by Deb Keehn to approve the Treasurer's Report as presented. Micki Valentine seconded the motion which passed unanimously.*

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

**Region 1:** Jennifer Fox had nothing new to report for her region.

**Region 2:** Micki Valentine reported one new member, Melanie Nelson from Newport.

**Region 3:** open – no report.

**Region 4:** Mary Lou Busch reported she is helping Karna & Karin with the Seaside workshop and has sent requests out to members in her region asking for help with workshop details and donations of baskets for the raffle.

**Region 5:** Paula Landrus' report was read by President Susan Shepard. Paula reported no new members, but has sent cards to all members in her region who attended the conference.

## **COMMITTEE REPORTS:**

**Membership:** Amy Anderson-Rice reported 139 current/active members, 15 life members and 3 associate members. There were a total of 14 new members in 2012. Amy is working on inputting information into the database for Laura Houston. Amy will try and go through all the materials/paperwork for her new position and be more organized before the workshop.

A question was brought up regarding whether or not a member's dues stay with the agency or with the member. Past President Rhonda Grant stated they stay with the agency, not the member. However, if a member takes another member's place in an agency, they can prorate the dues for the year.

Amy discussed the "new member" brochure that Laura Houston sent to her. Amy asked the Board to review the brochure and make any changes/suggestions to it. Design is great and Amy appreciates whoever did the design. All region reps should have this brochure and it's also on the website under documents.

**Hospitality:** Bonita reported the evening hospitality room was a great success at the Fall Conference. Mornings were tough because the hotel offered breakfast vouchers and she felt the left-over food was a waste of money. Bonita will meet with Tammy prior to the Spring Workshop to get her lined out with any needs she may have. Bonita left the meeting (via telephone) at 1:39 p.m.

**Good will Representative:** no report.

**Merchandising:** Amy Anderson-Rice discussed the option of a "Square-Up" Visa machine to allow members to purchase merchandise during events with Visa/MasterCard. Costs and procedures were discussed and after Amy's concerns with the unit were expressed, the Board gave consensus that we should not pursue this option.

**Education:** Pam Webber thanked the membership for the updates from the conference evaluations on classes or topics people are interested in. She has attended a workshop by Rob Hamblton from Soul Canyon Training and Development Program. She was very impressed with his presentation on Excel software and hopes to have him as a speaker in the future. She will forward his information to Susan Boyle for possibly the Fall Conference.

Pam is also attending the Women's Leadership Conference in March. The conference is put on by a women's business group in her area. She will report back to the group with feedback on her experience.

**Accreditation:** Susan Boyle reported Amy Anderson-Rice is currently the only member she's aware of working on accreditation. Amy ensured her she will have it complete by Fall Conference.

If anyone has ideas on what a 4<sup>th</sup> level of Accreditation might look like, please forward them to Susan for review.

**Protocol:** Pat Cane reported no new policies have been developed yet, but she is making a list of things to update and her goal is to have something by October.

**Audit Committee:** no report

**Communication:** Ellen Steele reported that Stacy Brainard will be doing the newsletter this time. Ellen has forwarded the template for Stacy to work with. Timeline for next publication is March 1. Please get any contributions you may have to Ellen or Stacy as soon as possible.

**Newsletter:** Ellen Steele asked for feedback on the back page of the newsletter and whether or not to include stories from area fire departments. Email blast to come requesting feedback. President Susan Shepard advised Elaine Parrott has an article for the newsletter and she will ask her to forward it right away.

**Website:** Laura Houston was not available for the meeting but reported she still has some changes to make to the website including updating new board bios. New Board members who need instructions on how to maintain their portion of the website can contact her. She continues to monitor website email and forward to the appropriate people.

### **Liaison Reports:**

**Oregon Fire Bridge – Dave Gullede, OSFM – no report.**

**Oregon Life Safety Team – Laura Houston, Stayton Fire –** report from Laura Houston was read by Rhonda Grant. Report to be forwarded after the meeting.

**OFDDA – Roy Palmer –** Sent an email to President Susan Shepard. He has only been President for 16 days. He looks forward to working with us. Working on legislative issues right now, which is his focus. Annual OFDDA conference in Pendleton November 7-9. Susan may be able to meet with him in February prior to the SDAO conference.

**OFCA – John Nohr, Portland Fire & Rescue – no report.**

### **Business Items:**

- 1) Conference 2012 Summary/evaluation/final budget – Rhonda Grant reported she was happy with how the ratings turned out. Some people were disappointed with Robin Rose. Most felt conference was great!
- 2) Karna Cupples handed out information on the spring workshop in Seaside. Highlights of the discussion were:
  - Shilo Oceanfront is the venue. 40 rooms are blocked. Hospitality room is gorgeous. Board meeting at 3 p.m. on Wednesday. Karna is making dinner reservations for the Board after the meeting.
  - Will have snacks in the hospitality room and also for breakfast. The hotel does have a café.
  - Fun Night will be from 6-9 p.m. at the Seaside Fire station. They will do a Steak and Seafood dinner and Bunco for \$25. Wine, beer, soft drinks and water will be provided.
  - Astoria Seafood and Crab Festival starts that weekend Friday. Shuttles are available to and from the Festival.
  - Karna to find out if Shilo accepts tax exempt certificates.
  - a. *A motion was made by Ellen Steele to approve 2 comped registrations for the Spring Workshop. Karna to determine who will receive those. Deb Keehn seconded the motion which passed unanimously.*

- 3) Susan Boyle discussed the upcoming 2013 Fall Conference. The theme is Peak Performance - Continuing our Climb to Excellence. Venue is Resort at the Mountain in Welches, Oregon. Dates are October 15-18. Tentative speakers/topics include: Civil Service, Professional Excellence, CPR Refresher and a couple breakout sessions TBA.
- 4) Workshop 2014. Depoe Bay or Lincoln City is a possibility.
- 5) Need a committee to step up for the 2014 Conference. Ellen to put a plug in the Newsletter regarding need for committee.
- 6) New member orientation. Pat Cane feels we need to do more for our new members who can't make it to workshop or conference. Her idea is to make extra packets to give out to new members when they join in between events and can't attend a "New Member Orientation". Rhonda and Amy to work together to track new members who haven't made it to the conference or workshop and send them a packet to keep them engaged.
- 7) Event Coordinator position brought up by President Susan Shepard. The discussion was that this person would keep track of things that go awry during an event so we can pass those on from event to event. This person would not be depended on to do the event, but just to answer questions that may come up during an event. The consensus of the group was to include this "Event Resource Contact" position under the Education Committee as a separate position. President Susan Shepard will appoint Bonita Johnson to this position after receiving consensus from the group since Bonita has expressed her willingness to take it on.
  - a. Pam and Pat will work together on draft job description for this position and present the draft at the April board meeting.
  - b. *A motion was made by Pam Webber to create the position of Event Resource Contact. Deb Keehn seconded the motion which passed unanimously.*
- 8) Hospitality to be included automatically on Conference and Workshop Committee
- 9) The group discussed whether or not we'd like to re-design our web page. After discussion the group decided to not re-design at this time as it will increase our web costs.
- 10) 13-14 Budget discussion. President Susan Shepard asked the group to start thinking about numbers for the upcoming budget. She also recommends moving "new member gifts" out from under conference and under "new member orientation".
- 11) New Officer Election effective dates were discussed. President Susan Shepard would like to continue the practice of swearing new officers in right away, but not having them take office officially until November 1. Pat Cane will draft a policy revision with these changes and present at the April meeting.
- 12) Discussed Goal 1, Obj 1-B Communications procedure draft from the OFSOA Strategic Plan. We have been contacted by WFCA requesting we send their stuff to our member email list. Pat Cane suggested we send WFCA one good email (e.g. Communications Chair) and that person can determine whether or not something gets passed on. After discussion the consensus was to add line "e." under Procedure and Guidelines to say we will forward mail from other groups on a case by case basis. When an email blast is requested by an individual, the following positions are approved to forward the: President, Vice President, Education Chair, Communications Chair, Website Chair or Protocol Chair.

#### **Other Business/Good of the Order:**

- Discussed the need for an invoice to be generated for registrations. Discussion was tabled until a later date.
- Pat Webber announced she has a CD of all the pictures from the conference. If anyone is interested they can email and request a copy.

No further business was discussed and the meeting was adjourned at 3:25 pm by President Susan Shepard.

Respectfully submitted by,

Julie A. Spor, Secretary