

OREGON FIRE SERVICE OFFICE ADMINISTRATORS
Board Meeting Minutes –1st Quarter
Via Phone Conference
January 11, 2017

President Julie Spor called the meeting to order at 1:00 p.m. Secretary Sami Smith did roll call.

Executive Board:

- ✓ President Julie Spor, Sisters-Camp Sherman Fire District
- ✓ Vice President Laureal Williams, OFDDA
- ✓ Secretary Sami Smith, Tualatin Valley Fire & Rescue (TVFR)
- ✓ Treasurer Jamie Vohs, Black Butte Ranch Fire District
- ✓ Past President Susan Shepard, Polk County Fire District
- ✓ Region 1 Rep Jennifer Fox, La Grande Fire Department
- ✓ Region 2 Rep Alison McGrath, Siletz Fire Department
- Region 3 Pam Webber, Medford Fire
- ✓ Region 4 Rep Diane Nave, TVFR
- ✓ Region 5 Rep Tammie Waters, Sunriver Fire

Committee Chairs:

- ✓ Education Chair Sally Carvinho, Office of State Fire Marshal (OSFM)
- ✓ Membership Bonita Johnson, LaPine Fire District
- ✓ Communications Chair Ashley Naught, TVFR
- ✓ Protocol Chair Rhonda Grant, Stayton Fire District

Subcommittees:

- Accreditation Chair Vickey Dosier, Keizer Fire District
- ✓ Website Chair Laura Houston, Stayton Fire District
- ✓ Hospitality Chair Paula Landrus, Crook County Fire District
- Good Will Rep Lois Smith, N. Lincoln Fire & Rescue
- Merchandise Chair Kimberly Summers, Ashland Fire & Rescue
- Scholarship Laureal Williams, OFDDA
- New-To-You Deb Keehn, Jefferson Fire District
- Auditor/Registrar Laureal Williams, OFDDA
- ✓ Event Resource Contact Bonita Johnson, LaPine RFPD

Guests attending: Karen Duckworth, Tangent Fire; Bethany Emmert, OSFM; and Pat Cane, Life Member.

Approval of Minutes: Moved by Jennifer Fox and seconded by Diane Nave to approve the minutes of the October 4th Quarter Board Meeting, the 2017 Conference Annual Business Meeting, and the Post Conference Board Meeting as presented. Motion carried.

TREASURER'S REPORTS: The written treasurer's report included the conference budget and final recap. This year's conference did finish with a loss because of some unforeseen expenses that occurred. Overall, Kim Summers did a great job and it was a wonderful successful conference. Tammy Waters moved to approve the treasurer's report as written. Susan Sheppard seconded. Motion carried.

Correspondence: Susan Sheppard reached out to Pam Webber, who recently lost her mom to cancer, she is feeling good and was able to take time off to spend time with her family, but if the board wanted to send a card that would be great.

REGIONAL REPRESENTATIVE REPORTS:

Region 1 Representative Jennifer Fox reported seven members as of January 2017. She setup access for two new members to our website, and forwarded board meeting minutes to her members.

Region 2 Representative Alison McGrath met with Susan Sheppard to pick up the Region 2 handbook. She has reached and sent out new member packets, and setup their access to the website.

Region 3 Representative Pam Webber did not report because of a family death and time off work.

Region 4 Representative Diane Nave reported that Julie Mills has left TVFR. She has added website access for four new members and during conference met with them to share our website options. She reviewed the membership roster and will advise Membership Chair of changes needed. She sent member Sharon Cox, Forest Grove Fire, a handwritten note thanking her for her years of service in OFSOA and the fire service and wishing her luck in her retirement.

Region 5 Representative Tammie Waters reported she is down one member and now has 13 members. Kim Probst, Klamath Falls Fire, is now a stay at home mom. Tammie has contacted Kim's replacement. Region 5 members would like to host the 2018 Conference.

Region Liaison, Past President Susan Shepard, met with Alison McGrath, and sent several emails to members; and contacted Tammie Waters when her report didn't get online.

LIAISON REPORTS:

Oregon Fire Bridge – Dave Gulledge, State Fire Marshal's Office sent in his written report to include in our packets. Oregon State Fire Marshals office celebrates its 100th year of service during 2017.

Oregon Life Safety Team (OLST) – Laura Houston reported on the November meeting, with the last minutes in the packet. The meeting included a presentation from Special Districts Association of Oregon (SDAO) about their work with School Districts on fire reporting and risk reduction. They are also promoting "The I Love You Guy's Foundation" that teaches a standard mass response protocol - Lock Out, Lock Down, Evacuate, and Shelter. OLST reported that it was not uncommon to find signs of fires and the fire department was never notified. A presentation from Oregon State Police (OSP) was given on their work on the Oregon School safety tip line, and following testing hope to go live in January.

OFDDA - OFDDA has a new president Don Thompson with no report received.

OFCA- Julie added their last meeting agenda and minutes to the packet.

COMMITTEE REPORTS:

Education – New Chair Sally Cravinho worked with Karen Duckworth regarding the speakers for the Fall Conference. Pam Webber and Sally are transitioning the education chair.

Accreditation – Chair Vickey Dosier was ill and unable to call in, but she plans to have the 4th level of accreditation proposal ready within the next couple of months.

Event Resource Contact – Bonita Johnson reported this year's Fall Conference will be at the Boulder Falls Inn in Lebanon, the contract is all in place thanks to Julie and Jamie. Bonita and Paula plan to visit the site after the weather improves to come up with a plan for the hospitality room.

For the 2018 conference the Central Oregon members are very excited to host. Two possibilities are the River House in Bend, or Sun River Resort. Tammie Waters, Bonita and others will meet after the weather clears to discuss the best location for the conference.

Membership – Chair Bonita Johnson and Amy Rice are transitioning the membership chair tasks to Bonita. Amy was doing several additional tasks that are being disbursed to other members to lighten the load for membership. We have 164 current members, 27 Life Members, 137 Active members which includes 6 outstanding invoices. Currently Region 1 has 7 Members, Region 2 has 42 members, Region 3 has 28 members, Region 4 has 46 members, and Region 5 has 13 members. Our newest member is Joan Mclaury in Region 2. The current membership roster is on the website.

Hospitality – Paula Landrus is planning for Conference 2017. Sally and Bethany will let Paula know what is needed for the upcoming workshop.

Goodwill – Lois Smith was unable to call in, however Julie reported that Lois is still willing to send out cards as needed.

Merchandising – Kimberly Summers was out of town and unable to call in. No report was received.

New to You– Deb Keehn was not available. Her husband had a cardiac event around Thanksgiving and is doing well with a defibrillator.

Protocol/Parliamentarian – Chair Rhonda Grant has been working Procedure Manual Section IV Committees under E. Membership Committee > 4. Goodwill Representative. Rhonda’s proposed changes were noted in red. It was suggested that parents be added to spouse or child under bullet point 2. By consensus all members agreed. Because of Lois’s increase work load she only wants to send cards. Discussion followed on how to proceed and several suggestions were made. By consensus the matter was tabled until the April Board Meeting. In the interim, the president will be responsible for sending flowers until we can find a member to fill the position. Motion to approve the proposed procedure manual changes was made by Diane Nave, Jennifer Fox seconded. Motion carried.

Audit – Laureal Williams reported, as per usual, Jamie has the financials in great shape. The 2016 Audit Committee working with Laureal were Bonnie Graham, Dexter Fire; Bethany Emmert, Office of State Fire Marshal; Lillee Rodriguez, Philomath Fire & Rescue; Julie Spor, Sisters-Camp Sherman RFPD; and Mary Lou Busch, Mist-Birkenfeld RFPD reviewed all expenses and overall found that finances were in excellent shape. The committee’s only suggestion was when an occasional anomaly such as recording a voided check Jamie include more detail in the transaction notes and records. Thank you to the committee who are willing to step up and take on the responsibility of reviewing everything. Laureal will lead the 2017 Audit Committee.

Communications Ashley Naught sent out a first call for articles last week. Thank you for articles received and she has a good amount of material but more is always welcome. The newsletter will go out late in February.

Website – Laura Houston is working on the back end components of the OFSOA website including the member’s corner; she modified some of the roles for the region reps which will help when updating members. She updated the instructions for some of the website tasks. She did the membership updates and sent out to all the region reps. Clean up of other back end sections will continue as her time allows. She updated the names of the Officer and Chair positions and emails on the website after the elections. New users were added to the back end and access granted to allow board members to update the website. Working with IFocus, our website provider, to upgrade and revise our website, she has had conference calls with several IFocus staff members to develop the contract for review with hopes to have it signed soon. She has been working with Amy Rice to get the membership database converted to a spreadsheet making member use easier. Laura is working with IFocus company and her committee to evaluate proposed updating designs and will share with the board soon. Laura asked about what the board wants to have as the color scheme of the website and if the board wanted to follow the colors in the new Banners.

BUSINESS ITEMS:

- 1) Workshop 2017 – Hosts Sally Carvinho (OSFM) and Bethany Emmert (OSFM) have been working really hard on this, their agenda and speakers are complete, working on finalizing packets. And they really appreciate Vickey’s help on all this. Sally asked when registration should start, registrations forms should be included in the newsletter and available on the website at that time. Jamie will send check to cover petty cash for workshop supplies to Bethany and Sally. Workshop dates are April 20 & 21st at the Keizer Fire District.
- 2) Conference 2017 Update – Conference Co-Chair Karen Duckworth reported the facility (Boulder Creek Inn, Lebanon) has been secured for October 18-20, 2017. It is a beautiful facility. The food is somewhat expensive but workable. Other Co-Chair is Darlane Smith, Lebanon Fire. Theme will be “Alongside Every Leader...the Revolutionary Assistant” They communicated with Pam Webber to determine best classes and based on evaluations from previous conferences and workshops we seem to be short on Finance classes. Classes include Bill Gallagher on professionalism in the workplace, auditing, fraud, and embezzlement, and IT security. The committee is looking for something special to celebrate the OFSOA 25th anniversary. The Lebanon High School jazz band will perform during the banquet social hour. After discussion, by consensus, CPR would not be offered as most members are maintaining through their

own districts. Laureal will send a sample contract for the speakers. There was discussion the conference going over budget with the 25th anniversary expenses, and how to fund. Laureal will continue to serve as registrar this year.

- 3) 2018 Workshop – Still looking for member to host in April. Julie asked region reps to reach out to their members for suggestions and hosts.
- 4) 2018 Conference – Tammy Waters and other Central Oregon members will be hosted in Sunriver or Bend area.
- 5) Membership Duties Breakout – Bonita will handle membership, website member’s corner, renewals, and new member processing, roster updates, officer/accreditations/awards history, and website posting. Ashley Naught will be doing the scrapbook; Amy Rice will continue to do photos and the patch book. Bonita and Amy feel that time will tell if these duties are divided appropriately and changes can be made at a later time. Laura and Amy have been in communication as Amy will also serve on the website committee.
- 6) Lending Library Survey and Program– Rhonda Grant reviewed the recent survey results from 44 people that responded, there were a lot of maybe answers. She presented proposed forms and guidelines and offered to oversee this program working it like the store. People would sign in and out books or programs/projects on CD’s. Lender and borrower will be responsible for materials donated; we are just the resource for them to bring them in and out. By consensus the board agreed to try and see how it works, with an evaluation in the future. Rhonda will cover the details in the newsletter. The board agreed that at this point electronic versions of anything not on a CD would not be included. We will reevaluate in a year. Tammie Waters moved to approve a one year trial of this program. Ashley Naught seconded. Motion passed.
- 7) Lifetime Membership Considerations – none at this time.

OTHER BUSINESS/GOOD OF THE ORDER:

- 1) Request for Clear OFSOA Logo – Sally Carvinho was looking for a clear logo to use on workshop materials, one of their OSFM staff is good with graphics, and cleaned up and revamped the logo as no one could find clear copy. Discussion followed if we want to include color as the previous logos were black and white. By consensus the board agreed to keep to the black, gray, and red used in the banner.

Laureal thanked Julie for making this a conference call so no one had to travel in the current weather.

Next meeting will be prior to Spring Workshop onW April 19, 2017 at 3 p.m. at Keizer Fire District

No further business was discussed and the meeting adjourned at 2:17 p.m.

Respectfully submitted,

Sami Smith

Sami Smith Secretary