

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 Laoreal Williams, OFDDA
- ✓ Secretary Sami Smith, 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 (filling one year vacancy)

Committee Chairs:

- ✓ Education Chair Sally Cravinho, Office of State Fire Marshal
- ✓ 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 Laoreal Williams, OFDDA
- New-To-You Deb Keehn, Jefferson Fire District
- ✓ Auditor/Registrar Laoreal 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 all minutes of the October meetings as presented. Motion Carried of those present.

TREASURER’S REPORTS: If you look at the Treasurers report you will see a difference in balance because we received a donation and some of the expenses were in the previous fiscal year. If you look at previous conferences, she did go into a negative balance, due to unforeseen expenses that occurred. Overall, she did a great job with the conference. Tammy Waters motioned to approve the treasurer’s report as written. Susan Sheppard seconded.

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 that as of January 2017 she has 7 members. She added 2 new members to the website, and forwarded board meeting minutes to her members.

Region 2 Representative Alison McGrath was able to connect with Susan Sheppard and pick up the Region 2 handbook, Reached out to new people who had joined and sent them new member packets, and added them to the website.

Region 3 No Report

Region 4 Representative Diane Nave reported that Julie Mills is leaving TVFR to explore other opportunities. She has added 4 new members to the website and during conference showed them how to log on to the website. She has been reviewing the membership roster and found a few changes that need to be made. She also sent Sharon Cox a handwritten note thanking her for her years of service in OFSOA and wishing her luck in her retirement.

Region 5 Representative Tammy Waters reported she is down 1 member and now has 13 members. Kim from Klamath Falls is no longer working there, and is now a stay at home mom. She has reached out to her replacement to see if she would be interested in joining. Region 5 would like to host the 2018 Conference.

Region Liaison, Past President Susan Shepard gave the following reports: Susan met with Alison and sent several emails to members; Tammy's report didn't get online so she reached out to her and we can add to the packet if needed.

LIAISON REPORTS:

Oregon Fire Bridge – Dave Gulledge at the State Fire Marshals Office sent in his report, Julie reported that she was not going to review all of it and it was available in our packets to review on our own. Oregon State Fire Marshals celebrates its 100th year of service in 2017.

Oregon Life Safety Team (OLST) – Laura Houston reported she attended the meeting in November, and the last minutes are attached to the packet. Their next meeting is January 19th. There was a presentation from SDAO about the work they are doing at the School District on fire reporting and risk reduction. Also promoting the I love you guy's foundation that teaches the standard response protocol. Lock out, Lock down, evacuate and shelter. They also reported that it was not uncommon to find signs of fires and the fire department was not notified. A presentation from the OSP was also given at that meeting, they are working on the Oregon School safety tip line, and they are testing the system and hope to go live in January. Please refer to her minutes attached in the packet for further details. At their next meeting they will be doing planning for 2017.

OFDDA- OFDDA has a new president Don Thompson who we didn't receive a report from. Julie did add the agenda and minutes from their last meeting. They didn't have anything else to add.

COMMITTEE REPORTS:

Education- Sally Cravinho reported she has been in contact with Karen Duckworth regarding the speakers on Finance for the Fall Conference. Pam and Sally have been in contact to transition the education chair position to her.

Accreditation – Vickie was unable to call in, due to illness, but she is hoping to have the proposal for 4th level of accreditation within the next couple of months.

Event Resource Contact – Bonita Johnson reported this year for the Fall Conference at the Boulder Falls Inn, the contract is all in place thanks to Julie and Jamie. The hospitality room will have to be something a little different. Bonita and Paula plan to visit the site after the weather improves to come up with a plan for a hospitality room. As far as 2018 in Bend she is very excited to host. Two of the best possibilities are the River House in Bend, or Sun River Resort. Once the weather clears, Tammy Waters and Bonita will meet to discuss the best location for the conference.

Membership –Bonita Johnson reported that as you all know I have taken over membership for Amy. She has sent out the updated report, but doesn't think it has been updated on the website. We have 164 current members, 27 Life Members, 137 Active members. We still have 6 outstanding invoices based on the report she received from Jamie. 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. Fire Chief Wells is no longer with Hood River. Jennifer Fox expressed an interest in Hospitality and Accreditation. Susan Sheppard reported to Bonita that the current membership list is available on the website. Laura also let Bonita know that she didn't receive anything from her to add to the packet from the meeting.

Hospitality – Paula Landrus doesn't really have anything to report. She is working a plan for Conference 2017. Sally and Bethany will let Paula know if anything is needed for the upcoming workshop.

Good Will – Lois was unable to call in, but Julie reported that Lois is still sending out cards to members.

Merchandising – Kimberly was unable to call in due to being out of town. No report was sent in.

New to You– Deb Keehn was unable to call in because her husband had an appointment. Her husband had a cardiac event around Thanksgiving. He is doing well. He has a new defibrillator, and needed to go to his appointment with him.

Protocol/Parliamentarian- Rhonda Shoop reported her report is attached in the board packet and available for review. She has been working on the Good Will Rep job description. Rhonda's changes were noted in red. Tammy wanted to clarify under bullet point 2, where spouse or child is listed she would like to also include parent in that if possible. All members agreed. Susan reported that Lois wanted to back off a bit, she is willing to send cards when needed. Susan suggested we could have someone else pick up this additional work, and Lois can still send the card. Julie would be fine with Lois still doing cards, and president being notified, and either the treasurer or president order flowers, and get reimbursed from OFSOA. Diane suggested that we offer out to membership to be the goodwill rep, and if they chose to use Lois as the designee to do the cards that would be their option. Diane feels that if we are going to have a goodwill rep they need to be in charge of the whole package instead of putting part of that responsibility on the President or the Treasurer. Let that goodwill representative know that Lois is still willing to help with the cards if they want. Julie will reach out to Lois to make sure she is still interested in being a part of the goodwill rep, and we will table this discussion until the April meeting. Tammy wanted to make sure we were going to send a card or flowers to Pam for her mom. In the interim, the president can approve until we get an appropriate person into the position. Laurel and Julie suggested changing the amount to \$75.00. Rhonda also updated bullet point 2 to include spouse, child, and parent. In the interim Julie will be responsible for sending flowers until we get someone into the position. Paula will email Julie with additional information. Motion to approve with noted changes was made by Diane Nave, Jennifer Fox seconded.

Audit– Laurel reported she included her audit report from the October conference; as per usual Jamie does an excellent job with our day to day expenses. Reviewed all expenses overall found that finances were in excellent shape. Only suggestion was when there is an occasional anomaly such as a voided check, that additional noting be added on the record. Jamie was able to tell exactly what it was, but maybe a successor wouldn't have the background on that record. Financials in great shape. Committee members are listed on the report, she always appreciates people who are willing to step up and take on the responsibility of reviewing everything. Laurel plans to do another review of the financials at the October conference.

Communications Ashley Naught sent out a first call for articles at the end of last week. Thank you Rhonda for what you sent, she still has a good amount from taking over from Amy and things that didn't make it into the last news later, but more to choose from is better. Will send out a second call first part of February, and have the newsletter ready to go out end of February, first part of March at the very latest.

Website – Laura Houston reported that she has been working on the member's corner which is the back end component; she added a couple new roles for the regions hoping that that will help when we update members. She updated the how to lists for the members. She was waiting for the membership updates before she tested and implemented that feature. She did do the updates and sent out to all the region reps. There is some work to be done in Pam's area; she will work with her to clean up her section. She updated the website after the elections, and updated the emails on the server. New users were added to the back end and updated their security and access. Working on website updates and changes, she had conference calls with several members and has the contract in hand and has been reviewing, has a couple more questions but hopes to have it signed soon. She has been working with Amy to get the membership database a part of the website instead of a separate document. Diane will get in there and do some testing and respond with any comments. Diane was looking for a drop dead date of when it was the last date to make changes, Laura is working with the company and once they provide her with the designs she will share with the group. She talked with members about color scheme. Could use some cleaning up. Diane, was asking if we were going to use the new design on the website. Laura said it might be a side panel, she is waiting to see what they come up with first, before we make too many changes.

BUSINESS ITEMS:

- 1) Workshop 2017 Update Sally and Bethany- Been working really hard on this, our agenda and Speakers are complete, working on finalizing packets. And we really appreciate Vickie's help on all this. Sally was curious when registration should be starting, she noted that Laura would probably get that on the web, didn't know when it should start. Sally will get the hotel room block information to Laura as well. Sally says they are pretty much ready to go, just the little behind the scenes things that they are working on. Bethany questioned Jamie about petty cash to start working on getting supplies; Jamie will cut a check and mail it to Bethany and Sally. Jamie reported that typically the registration goes out with the newsletter. Laura wants to make sure everything is working and approved so it all goes out smoothly. Workshop dates are April 20 & 21st.
- 2) Conference 2017 Update- Karen Duckworth reported the facility has been secured, and contracts have been signed. It is October 18-20. It is a beautiful facility. The food is somewhat expensive but workable. Darlane Smith from Lebanon and Karen Duckworth are working on this conference to co-host together. Theme that has been approved by Julie is, alongside every leader... the revolutionary assistant. 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. We have secured Bill Gallagher who has not spoken at a conference/workshop in 4 years and he will be speaking on professionalism in the workplace. There will also be a class on auditing, fraud and embezzlement. Looking for someone to speak on IT security, Ashley Naught reported that Chief Duyck would be able to speak on IT security and she will contact Karen to coordinate. It is also the OFSOA 25th anniversary, so they would like to do something special. They have secured the Lebanon High School jazz band for entertainment during the social hour. Karen wanted to connect with Julie to find a speaker for the banquet. Looking for a special gift for the 25th anniversary. CPR a lot of our members are doing that at our own Districts, we were not going to do it anymore at our workshops/conferences. Karen was looking for the binder, Diane will send to Karen. Laurel will send a contract to Karen for the speakers. There was discussion on going over budget for the 25th anniversary, and what funds it needs to come out of. Laurel will continue to serve as registrar this year.

- 3) 2018 Workshop Julie was looking for ideas of if anyone was interested in hosting the workshop in 2018. She asked for region reps to reach out to their members. 2018 Conference, Tammy Waters said it will be hosted in either Sun River or Bend and will update in the spring meeting with the location
- 4) Membership Duties Breakout-Amy/Bonita Amy gave job assignments that she divided out. Bonita will handle membership, website member's corner, renewal, and new member processing, updates, awards and to date they have not worked on the website posting. They will work on that in the month of March. Ashley is doing the scrapbook; Amy will continue to do photos, and the patch book. Bonita to send Julie a copy of assignments. Bonita and Amy feel that time will tell if these duties are divided appropriately. There will be some changes to the website; Laura and Amy have been in communication.
- 5) Lending Library survey-Rhonda reported she hoped that everyone got the survey results there were 44 people that responded, there were a lot of maybes. She also included forms and guidelines; she has no problem overseeing this program. Sees it working like the store. People would sign in and out books. Lender and borrower are responsible; we are just the resource for them to bring them in and out. Looks like it might be worth a try to see how it works. Julie said she is fine with it and we can reevaluate to see how it works. Rhonda said she would put something in the newsletter if we wanted to try it. Diane Nave questioned it is all about books, and wanted to know if she was considering adding training videos, asked that we add something about videos. Tammy questioned if we were going to have any electronic versions of anything in the library. Rhonda reported that we are going to stay away from it at this point. Tammy said if someone has a great PowerPoint presentation that it could be included, and Rhonda agreed that if it was on a CD it would be ok. Rhonda said we would try this on a trial basis to see how it works. We will reevaluate in a year. Tammy motioned to approve and Ashley seconded. All agreed.
- 6) Lifetime Membership Considerations- none

OTHER BUSINESS/GOOD OF THE ORDER: Sally reported on the good of the order, looking for a clear logo to put onto some of the information for the workshop, one of their employees is really good with graphics, and kind of revamped the logo, she shared with Laura and Amy, wanted to bring it up at the meeting today and see who was interested in finding out if we wanted to move forward with an updated logo. Julie said it is great if someone can do that. Asked for the board to provide feedback. Laura said when you look at the logo, pay attention to how the words lineup. Is there any discussion on the colors? Do we want to use black and red? Or any other thoughts. Sally's logo is just black and cleaned up and more in line. She can have red added to see what we wanted. There was discussion on what colors we wanted to use for our primary colors. It was suggested to stick with the colors on the banner.

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

Next meeting April 19, 2017 at 3PM at Keizer Fire

No further business was discussed and the meeting adjourned at 2:17 PM

Respectfully submitted,

Sami Smith Secretary