

Oregon Fire Service Office Administrators
Board Meeting Minutes
1st Quarter – January 9, 2019 – 2 p.m.

President Julie Spor called the meeting to order at 2:01 p.m. via teleconference. Secretary Olivia Houck took roll.

Executive Board:

President Julie Spor, Sisters-Camp Sherman Fire District
Vice President Paula Landrus, Crook County Fire & Rescue
Secretary Olivia Houck, Tualatin Valley Fire & Rescue
Treasurer Jamie Vohs, Black Butte Ranch Fire District
Past President Susan Shepard, Polk County Fire District No.1
Region 1 Rep Jennifer Fox, La Grande Fire Department
Region 2 Rep Lillee Rodriguez, Philomath Fire & Rescue – **Excused Absence**
Region 3 Rep Pam Webber, Medford Fire Department – **Excused Absence**
Region 4 Rep Diane Nave, Tualatin Valley Fire & Rescue – **Excused Absence**
Region 5 Rep Nikki Osborn, Klamath Co FD No.1

Committee Chairs:

Education Chair Sally Cravinho, Office of State Fire Marshal
Membership Chair, Donna Fleischman, McMinnville Fire – **Excused Absence**
Communications Chair Ashley Naught, Tualatin Valley Fire & Rescue
Protocol Chair Rhonda Grant, Stayton Fire District

Subcommittees:

Accreditation Chair Heather Sears, Jackson County FD No.3 – **Excused Absence**
Website Chair Laura Houston, Stayton Fire District
Hospitality Chair Dulcy Pierce, McKenzie Fire & Rescue
Good Will Donna Fleischman, McMinnville Fire – **Excused Absence**
Merchandise Chair Kim Sunderlin, Tualatin Valley Fire & Rescue
Scholarship Paula Landrus, Crook County Fire & Rescue
Auditor Lillee Rodriguez, Philomath Fire & Rescue – **Excused Absence**
Registrar Trish Lutgen, Aumsville Fire
Event Resource Contact Diane Nave, Tualatin Valley Fire & Rescue – **Excused Absence**

Guests Attending:

Pat Cane, Life Member
Vickey Dosier, Retired Member
Kate Hennessy, Albany Fire
Chief Bill Boos, OFCA Liaison

Approval of Minutes

A motion was made by Region 1 Rep Jennifer Fox and seconded by Past President Susan Shepard to approve the October 4th Quarter Board Meeting minutes, Annual Business Meeting minutes, and Post Conference Board Meeting with a change presented by Treasurer Jamie Vohs on the Post Conference Board Meeting minutes date corrected to October 19, 2018. Motion carried with Aye votes by those present.

Treasurer's Report

Jamie Vohs reported membership dues are lower than budgeted, we will get a few new members in the next 6 months. Communications are only at \$600; without an invoice for the upgraded website work. Scholarships paid for conference were \$666. OFSOA needs to encourage people not coming to a conference or workshop due to lack of funding to use the scholarships. 2018 Conference recap looks good financially; still waiting to receive the DPSST Grant of \$5000.

Correspondence

President Julie Spor received a nice note back from Vickey Dosier thanking us for her retirement gift; Vickey noted she will really miss being involved with OFSOA and all the friends that she's made over the years. President Spor received a thank you text from member Sami Smith for the flowers and card following the loss of her mother in-law over the holidays.

Regional Representative Reports

Region 1 Representative Jennifer Fox reported six members as of October. She emailed the Board minutes to her region members. She was in touch with the exiting La Grande Rural Fire Chief about getting his AA to join OFSOA. Once they appoint an interim or permanent Chief, she will talk with them again.

Region 2 Representative Lilliee Rodriguez was unable to attend, and her report can be found in the Board packet.

Region 3 Representative Pam Webber was unable to attend, and her report can be found in the Board packet.

Region 4 Representative Diane Nave was unable to attend, and her report can be found in the Board packet.

Region 5 Representative Nikki Osborn reported 19 active members. She emailed the Board minutes to her region members and introduced herself as the new Region Rep. She is working with previous Region Rep Tammie Waters to obtain all the information and documents for the region.

Regional Representative Reports, continued

Region Liaison Susan Shepard reported the Region Reps are doing a good job. She gave previous Region 2 Rep Allison McGrath her plaque for completing her term; followed up with previous Region 5 Rep Tammie Waters about getting items over to the new Region 5 Rep Nikki Osborn; presented Laoreal Williams with her Audit Committee certificate; attended Vickey Dosier's retirement party; and reported 11 new members at orientation at the 2018 Conference.

Liaison Reports

Oregon Fire Chiefs Association (OFCA) – Chief Bill Boos reported that the 2019 Spring Conference at Eagle Crest is the OFCA's 100th year anniversary. The Northwest Leadership Seminar is coming in early March in Portland. OFCA is introducing two legislative bills this coming session; first on ambulance service areas (ASA), currently the County Commissioners are in control of the ASA and we want to get the Fire Service in control on the ASA since that is our business; second on legislation that when private ambulance companies pass out literature they must have "in case of emergency call 911" printed on the literature. OFCA also have their three roundtables coming up: Life and Safety, Volunteer Department Chief's at DPSST, and Career Department Chief's meeting in Eugene at the end of February and beginning of March. Review of their Bylaws has begun, and changes will be taken to the body for a membership vote. Work is currently being done to clean up committee's duties and new members will be appointed as needed. OFCA is looking at changing its dues structure, dues haven't been increased in 15 years and this will be presented to the body at the Spring Conference for vote to approve the changes.

Oregon Fire Bridge – President Julie Spor reported for Claire McGrew, OSFM, as they are continuing to migrate the remaining agencies from Oregon Fire Bridge into Elite Software Program over the next few weeks. Reminder that all fire incident data should be entered into their system by January 31, 2019 to ensure it is included in the 2018 Supplemental Annual Report. President Spor has contact information if any members have questions about this. Also, a reminder that billing packets for the California conflagrations are due February 1, 2019.

Oregon Life Safety Team – No Report

OFDDA – No report.

Oregon Volunteer Firefighters Association (OVFA) – President Julie Spor reached out to OVFA President Jason Servatius and he wanted to share that registration is open on their website for the 61st Annual Training Conference in Redmond, OR. OVFA is working on gathering signatures for an Oregon tax check-off, which would allow them to be one of the nonprofit organizations that people can donate to on their tax return. The bill has been signed by the Governor and OVFA just needs to collect 10,000 signatures.

Committee & Sub-Committee Reports

Education – Sally Cravinho reported she has been working with Kate Hennessy and Diane Nave regarding speakers for the Spring Workshop. Sally has been in contact with Vickey Dosier regarding the Accreditation area of the speakers to limit duplication or having too many speakers in one category. Also discussed the Level 4 Accreditation with Vickey Dosier. Sally will follow up with Tammie Waters on any speaker or topic suggestions received during the 2018 Conference.

Accreditation – Vickey Dosier for Heather Sears reported this is her official resignation from her position with OFSOA and she and Heather will be meeting soon to transition Accreditation records and documents.

Event Resource Contact – Diane Nave was unable to attend, and her report can be found in the Board packet.

Scholarship – Paula Landrus nothing to report.

Membership – Donna Fleischman was unable to attend. President Julie Spor reported that Donna will be meeting with Laura Houston and Bonita Johnson on the transition of duties.

Hospitality – Dulcy Pierce reported that Conference went well; hospitality met several dietary needs, was able to provide a fun place to hang out in the evening, had very little food leftover and stayed within budget, and is looking forward to the next event. President Julie Spor suggested we provide more detail information on where to find the hospitality suite, hours it will be open and what will be provided. Dulcy also noted using a sign in the future to help members locate the suite.

Good Will – Donna Fleischman was unable to attend, and her report can be found in the Board packet.

Merchandising – Kim Sunderlin reported a full inventory of items was completed. All items have been tagged and priced. Kim asked the Board if we have a return policy and more direction will be provided. She will be working on getting more necklaces, wine glasses, and baseball t-shirts for future events. Kim asked about marking down old inventory items and the Board will be following up with her.

Protocol/Parliamentarian – Rhonda Grant noted that changes made in our Procedure Manual that did not match our Bylaws. She will continue reviewing for any other discrepancies and will communicate them to the membership for a future Bylaw revision vote.

Auditor – Lilee Rodriguez was unable to attend, and her report can be found in the Board packet.

Registrar – Trish Lutgen nothing to report until the Spring Workshop registration begins. She did want to say thank you to the membership for the flowers following the passing of her mother.

Committee & Sub-Committee Reports, continued

Communications – Ashley Naught reported the first call for articles for the Sixth Bugle will be sent out soon. The Newsletter should go out mid-March to early April.

Website – Laura Houston reported she was busy following the Conference updating the website and email forwards for those in their new positions. Laura worked with President Spor and our website vendor to switch the way we are doing the newsblast. She is currently working on updating our search engine. The 2018 Board meeting minutes have been added to the website. Worked with President Julie Spor and Communications Chair on adding quarterly news to the website; President Julie Spor created an article and it has been uploaded. Work is beginning on how people will sign-up to receive the Newsletter and how the process will work. At this time, it will go through the Region Reps. She will be working with Amy Rice on the photo roster project.

Business Items

Conference Evaluation Summary – President Julie Spor reported she did receive a summary from Tammie Waters and the majority of feedback was positive, she will forward it on to Sally for speaker and topic recommendations.

Strategic Plan – Paula Landrus reported that the OFSOA Strategic Plan review and update meeting will be March 5th, starting at 8:00 a.m., at Sisters Fire District. Everyone's input and participation is welcome; Elaine and Joe Parrott will be there to lead the process as they have done each time in the past.

Workshop 2019 Update – Committee Chair Kate Hennessy has been working with Sally to finalize speakers; and working with Diane Nave on lodging at the newly remodeled Holiday Inn in Albany. She is working on finalizing the evening activity and other details are being finalized as well. She will be meeting with Lillee to review and finalize her budget and then will forward on to Treasurer Jamie Vohs. The Workshop Committee is made up of Kate, Darlene Smith, Lillee Rodriguez and Karen Duckworth.

Conference 2019 Update – Committee Chair Ashley Naught reported the venue is secured and lodging is open; thank you to those who have called ahead and reserved their room, if you haven't reserved your room yet we encourage you to do so. We have a large list of potential topics and speakers and will finalize our list once we know what is being covered at the Spring Workshop.

Donations Policy – Pam Webber was unable to attend and was waiting for additional discussion to see if a policy on donations from the organization was needed based on the consensus of the Board.

President's Report

President Julie Spor reiterated the importance of having all reports prior to a Board meeting, especially if you can't be here so we know the officer's or committee's progress and also to record for history of the organization.

President Julie Spor received a message from Rhonda Grant nominating Vickey Dosier for a Life Membership. She asked those present if there were any other Life Members to consider.

A motion was made by Past President Susan Shepard and seconded by Region 1 Rep Jennifer Fox to grant Vickey Dosier Lifetime Membership of OFSOA. Motion carried with no opposed votes by those present.

The new newsblast process is up and running, if there are any issues please pass on the information to Laura Houston.

A request was made at the 2018 Conference that OFSOA make a donation to a non-profit breast cancer group in Eastern Oregon. Because of our 501(c)6 status research was done to clarify if this was something OFSOA could do without jeopardizing our status. It can be done. However, the money needs to be collected directly from members as a fundraiser, and not use general organizations budgeted funds. The process and means for choosing the receiving group must be established prior to any money being raised to be given. It was the consensus of those present to not move forward with donations and a Board policy will be developed outlining the procedure for handling these types of requests.

President Julie Spor shared a couple things from the Conference that she would like Board members to consider for potentially changing. First concern is President's Fun Night and moving forward not having a fun night but instead offer it as an open evening for members to network on their own. Please provide feedback to Julie and we will discuss at the next Board meeting. Second is moving forward Board meetings before events are not held at restaurants, as it makes it very challenging for the secretary to take minutes and notes and for members to hear one another and anyone calling in to meeting.

Last regards evaluations and future evaluation forms need to include feedback on all aspects of the event and related topics such as lodging, meals, etc. Julie will be working with Diane Nave on these items for the Conference Binder.

No further business was discussed, and the meeting adjourned at 2:58 p.m.

Respectfully submitted,

Olivia M. Houck
Secretary