

OREGON FIRE SERVICE OFFICE ADMINISTRATORS
Board Meeting Minutes –2nd-Quarter
Keizer Fire District
April 19, 2017

President Julie Spor called the meeting to order at 3:00 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, via telephone

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

Approval of Minutes: A motion was made by Diane Nave and seconded by Susan Shepard to approve the minutes of the January 11, 2017 meeting, with the following changes: page 3 under Protocol/Parliamentarian name changed from Rhonda Shoop to Rhonda Grant. The motion passed unanimously.

TREASURER'S REPORT: Treasurer Jamie Vohs reported the ending balances are lower than originally anticipated due to unexpected expenses for the website. There are some expenses that were related to last year's conference in Ashland that fell under the last Fiscal Year that can be found in the report under pre-paid expenses. A motion was made by Susan Shepard and seconded by Jennifer Fox to approve the Treasurer's Report. Motion was approved unanimously.

Correspondence: Rhonda Grant reported that Laura Houston lost her mom this week and will be unable to attend the workshop. Also, Deb Keehn will not be attending workshop as she recently had surgery. Julie Spor will have Lois Smith send cards. Julie reported she received an invitation to the Office of State Fire Marshal Centennial Celebration.

REGIONAL REPRESENTATIVE REPORTS:

Region 1- Representative Jennifer Fox reported that she has seven members. She has been reaching out looking for new members.

Region 2- Representative Alison McGrath reported that she has one new member, Staci Voight from the City of Corvallis. Alison will mail her a new member welcome packet and will continue to reach out to members within her region.

Region 3-No report at this time.

Region 4- Representative Diane Nave reported that Region 4 currently has 45 paid and current members and 16 are registered to attend the Spring Workshop. She has emailed her region members asking them to consider hosting the 2018 workshop. Diane sent an electronic and hard copy of the Conference Binder to Karen Duckworth for her use for planning the upcoming conference. She is looking for someone to retype the Workshop Binder into an editable word format. Sami Smith reported that she might have the document in that format and would work with Diane.

Region 5- Representative Tammie Waters reported she has been working with Bonita Johnson and was able to secure the Riverhouse on the Deschutes for the 2018 Fall Conference. They are forming a conference committee and will start planning the event. Tammie recently reached out to the temporary administrative assistant at Klamath Falls about joining OFSOA; she is interested but is waiting to see if her position will become permanent. Tammie also sent out a blast email to her members to remind them of the Workshop and encouraged them to attend.

Region Liaison-Past President Susan Shepard gave the following reports: Susan has continued to reach out to all the Region Representatives with encouragement and to offer assistance for anything they may need. She was also able to troubleshoot and resolve an issue with one of Diane Nave's members. Susan spoke to Pam Webber and even though she is unable to attend Workshop, she wanted everyone to know that she will miss them, she loves her OFSOA family and can't wait to see everyone at Conference.

LIAISON REPORTS:

Oregon Fire Bridge - Dave Gullledge at the State Fire Marshals Office sent in his report and it is available in the packet for review.

Oregon Life Safety Team (OLST) - Laura Houston provided notes from the OLST meeting and they are available to review in the 2nd quarter board packet.

OFDDA - Laureal Williams reported that OFDDA has approved a \$200 donation to OFSOA for our 2017 Conference. Their upcoming conference will be held in Ashland October 26th - October 28th. Office administrators who are available to help at the registration desk would be welcome. For assisting, you will be able to attend the conference classes free of charge.

OFCA - OFCA provided its agenda and minutes from the April meeting; they are available to review in the 2nd quarter board packet.

COMMITTEE REPORTS:

Education - Sally Cravinho reported that Bethany Emmert, Vickey Dosier, and she have been working hard on getting the final touches completed for the Spring Workshop at the Keizer Fire Station. She and Laura Houston worked on the new logo for OFSOA and they have reached a decision. Julie Spor asked Sally to send the contact information for the person who re-designed the OFSOA logo to send him a thank you card. Sally noted that she recently received a recommendation for a new speaker for future conferences or workshops.

Accreditation – Vickey Dosier reported that it has been a slow quarter as far as Accreditation goes. She had one request for Level 1 review. There is a 75/25 requirement for accreditation; 75 percent needs to be from OFSOA-related courses held at workshops and conferences. 25 percent can be any college-related or other courses. After workshop Vickey plans to meet with Sally Cravinho to move forward with the Level 4 accreditation research.

Event Resource Contact – Bonita Johnson called in to report that she and Tammie Waters have been working on securing the location at the Riverhouse in Bend for the 2018 Conference. They are still looking for a location for the 2018 Workshop. Bonita suggested hosting a future conference or workshop at the coast.

Membership - Bonita Johnson provided the membership report. Currently OFSOA has 166 Members, 27 life members, and 139 Active Members. Currently Region 1 has 7 members, Region 2 has 44 members, Region 3 has 28 members, Region 4 has 47 members, and Region 5 has 13 members. We have two new members: Karen Christensen with the Port of Portland in Region 4 and Staci Voight with the City of Corvallis. Bonita requested that Region Representatives review the list for each region for accuracy.

Hospitality - Paula Landrus reported the Workshop Committee did not need Hospitality, but Paula Landrus and Bonita Johnson will be meeting after the July meeting to look over the Boulder Falls Inn, in Lebanon for hospitality options for the Fall Conference.

Good Will - On behalf of Lois Smith, Julie reported that Lois is still sending out cards to members. She is currently working on a get well card for Deb Keehn and a sympathy card for Laura Houston.

Merchandising – Kimberley Summers reported she has been working with Tammy Robbins on the merchandise inventory. Tammy and Kimberley will work together at workshop to ensure a smooth transition into the new role for Kimberley. Tammy Robbins reported that using the Square to accept credit and debit cards for purchases is easy and works well. No gifts were given out of the inventory for the conference last year; the wine glasses seemed to sell well at conference. There were a total of 43 items sold at conference; 10 were new products 7 were half-priced items, and the remaining 26 were previous inventory items.

New to You - Deb Keehn was unable to call in but did indicate that the new-to-you store is running low on items and she encouraged members to bring items to conference.

Protocol/Parliamentarian - Rhonda Grant reported that she has prepared and brought all of the Lending Library items with her to workshop. She continued to research a smartphone speaker for use at our

board meetings. She found the Bose Sound Link Mini worked the best of the several tested, but it costs around \$170. The microphone is much better quality and it has excellent reviews. It was the consensus of the group to table this conversation until the July board meeting to ensure we have the funds to purchase the speaker.

Auditor/Registrar – Laureal Williams reported that we are down a few attendees due to sickness or surgeries. There were no scholarships requested for Workshop. Laureal hopes to have a proposal ready for our July board meeting that would allow OFSOA members to use the scholarship funds for other fire service training events. She noted that OFSOA Scholarship funds are able to be used for lodging as well as registration fees. Approximately \$1300 was used for lodging and conference registrations for the 2016 Fall Conference.

Communications – Sami Smith provided the Communications report on behalf of Ashley Naught. The Sixth Bugle went out at the beginning of March; as always feedback is much appreciated. Ashley is beginning to run low on articles, so any ideas or suggestions are welcome. She will be sending out the first call for articles in early summer. Also Ashley wanted to know if people would like to see four smaller newsletters or continue with the two large ones. It was the consensus of the group that it would be nice to see four smaller newsletters. The next addition of The Sixth Bugle will go out at the end of August or the beginning of September.

Website – Laura Houston was unable to attend the meeting but provided her report in written format. The request for an online payment option for registrations has been forwarded to the website programmer. The contract has been reviewed and signed and they are moving forward with the website updates.

BUSINESS ITEMS:

- 1) 2017/18 Budget Reviews – Jamie Vohs reported that our carryover balance is less than originally anticipated due to unexpected conference expenses and website update expenses. Going forward with expenses, Jamie requested that the Treasurer be notified before we take on additional expenses.
- 2) Membership Dues Increase – The Board discussed a recommendation to increase OFSOA membership dues from \$30 to \$40 annually to help with revenue. A motion was made by Sami Smith and seconded by Tammie Waters to increase the annual dues from \$30 to \$40, effective July 2017. The motion passed.
- 3) Goodwill Representative Appointment - Julie Spor noted that both Donna Fleischman from McMinnville Fire and Dulcy Pierce from McKenzie Fire have expressed interest in serving as the extended Goodwill Representative; this position includes sending flowers, etc. Julie Spor appointed Donna Fleischman from McMinnville to fill the position.
- 4) Workshop 2017 Update - Sally Cravinho and Bethany Emmert reported that they were really excited for the Workshop. There was a lot of work involved and they really appreciated all the help. They have a great line up of speakers and look forward to seeing everyone.

- 5) Conference 2017 Update - Karen Duckworth reported that she is very excited about the upcoming conference. This year is the 25th Anniversary of OFSOA. Currently she has had about \$2,700 in sponsorships and donations. They have a great line up of speakers and fun activities. They will have Celtic dancing and lessons at the President's Night. At the awards banquet they will have the Jazz Band from Scio High School. She is hoping with all the donations that are coming in for the event that we will break even on the conference budget.
- 6) 2018 Workshop- Julie Spor reported we are still looking for someone to host the 2018 Workshop. Julie noted that she had a conversation with Dana Schulke at Crooked River Ranch Fire and she expressed interested; however, she wouldn't be able to host it at Crooked River due to the facility's size but she is interested in hosting in that area. Julie recommended to all the Region Representatives to reach out to their members to see if anyone has interest in hosting. Alison McGrath expressed interest in possibly joint hosting the event on the coast.
- 7) 2018 Conference Update-Tammie Waters has secured the Riverhouse on the Deschutes. She is working to get as much donated as possible. There are several businesses in that area that she is going to reach out to.
- 8) Strategic Plan-Task Status Update- Julie Spor asked all members to review their duties in the Strategic Plan and be ready to provide any updates if needed at the July meeting. Rhonda Grant has submitted edits to the Officer's section of the Procedure Manual. The edits included an addition of an "Officers General Guidelines heading and that all officers and committee members should maintain permanent record of their position by tracking and documenting correspondence, reports, tasks and activities related to their position. The edits also included that the records shall be passed on to their successor when they transition out of their role. It was moved by Laureal Williams and seconded by Sami Smith to approve the edits as presented. The motion passed unanimously. All verbiage included in the edit is available in the board packet.
- 9) Chain of Command Discussion-Julie Spor mentioned to new members in our region that if they have something that they want to send out via the email blast to make sure that it goes through the proper channels. Susan Sheppard suggested that maybe the Region Representatives should blind copy the Region Liaison and the other representatives when something is sent out and possibly the President, to keep others in the loop and the Region Reps all on the same page.

OTHER BUSINESS/GOOD OF THE ORDER

Julie Spor asked about registration fees for OFSOA Life Members at conferences. Jamie Vohs reported that they pay for their meals but not the registration. Julie asked about members that need to be recognized at the 25th anniversary conference, wondering if only the founding members should be recognized. Julie questioned if there is contact information. Pat Cane stated that she would make contact with founding members and past presidents and report back at the July meeting with updated information. The group suggested inviting them to President's Night. Jamie Vohs stated that there are

funds available for special recognition of those members able to attend. The Board agreed to discuss further at the July meeting.

Diane Nave questioned the approval of the new logo because it was not sent to the Region Representatives for their approval. Region Representatives should have been included in the executive board emails. Julie explained that the draft logo was only sent to a handful of Board Members and not the entire Executive Board in order to save time and finalize it quicker.

Alison McGrath was given her Oath of Office as the Region 2 Representative.

Next meeting July 12, at Wilson Heirgood (lunch is provided at 12:00 PM and meeting is at 1:00 p.m.)

No further business was discussed and the meeting adjourned at 4:48 PM

Respectfully submitted,

Sami Smith, Secretary

DRAFT