

OREGON FIRE SERVICE OFFICE ADMINISTRATORS  
Board Meeting Minutes –2nd Quarter  
20510 SW Roy Rogers Road #160 – Sherwood, Oregon  
April 6, 2016

Board President Susan Shepard called the meeting to order at 3:35 p.m. Secretary, Julie Spor did roll call.

**Executive Board:**

- ✓ President Susan Shepard, Polk County Fire District
- ✓ Vice President Laureal Williams, OFDDA
- ✓ Secretary Julie Spor, Sisters-Camp Sherman Fire District
- ✓ Treasurer Jamie Vohs, Black Butte Ranch Fire District
- ✓ Immediate Past President Rhonda Grant, Stayton Fire District
- ✓ Region 1 Rep Jennifer Fox, La Grande Fire Department
- ✓ Region 2 Rep Lois Smith, North Lincoln Fire & Rescue, District 1
- ✓ Region 3 Rep Robin Paulson, Illinois Valley RFPD
- ✓ Region 4 Rep Diane Nave, Newberg Fire District
- ✓ Region 5 Rep Kim Probst, Klamath County Fire District

**Committee Chairs:**

- ✓ Education Chair Pam Webber, Medford Fire Department
- ✓ Membership Chair Amy Anderson-Rice, Roseburg Fire Department – via telephone
- ✓ Communications Chair-Temp Amy Anderson-Rice, Roseburg Fire Department – via telephone
- ✓ 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
- ✓ Newsletter Editor-Temp Amy Anderson-Rice, Roseburg Fire Department – via telephone
- ✓ Good Will Rep Lois Smith, N. Lincoln Fire & Rescue
- ✓ Merchandise Chair Tammy Robbins, Jefferson Fire District
- ✓ Scholarship Laureal Williams, OFDDA
- ✓ New-To-You Deb Keehn, Jefferson Fire District
- ✓ Auditor/Registrar Laureal Williams, OFDDA

**Guests** at this meeting included Jamie Paul from Illinois Valley RFPD, Olivia Houck and Sammy Smith from TVFR and Life Member Pat Cane via telephone.

**Approval of Minutes:** *The 1<sup>st</sup> Quarter Board Meeting Minutes were presented and reviewed. A motion was made by Rhonda Grant to approve the minutes. Kim Probst seconded the motion, which passed unanimously.*

**Correspondence:** No correspondence was received for this meeting.

**TREASURER’S REPORT:**

The Treasurer’s Report was reviewed. Treasurer Jamie Vohs noted workshop income of \$4500 and said that most of the workshop expenses have been included to date. Jamie also mentioned that no scholarship money was expended for workshop. Jamie also handed out a proposed FY 16-17 draft budget for review. Pam Webber asked if we should consider backing off the scholarship money budgeted since it hasn’t been utilized for the past two events. Secretary Julie Spor thought we should leave the scholarship money in the budget unless it is needed somewhere else. The proposed budget

will be reviewed and included on the 3<sup>rd</sup> Quarter meeting agenda for possible adoption. Jamie will be sending around a property inventory spreadsheet for the Board and Committee Chair's to review and add any OFSOA property they are in control of. *A motion was made by Diane Nave to approve the Treasurer's Report as presented. Jennifer Fox seconded the motion which passed unanimously.*

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

**Region 1:** Jennifer Fox reported she currently has seven members in her region and soon will have eight. One member, Dana from Crooked River Ranch Fire, will be attending workshop. Jennifer also reported she has a new Fire Chief.

**Region 2:** Lois Smith was unable to attend workshop and no report was provided for Region 2.

**Region 3:** Robin Paulson reported she currently has 26 members in her region, 14 are attending workshop. Robin has been in contact with Kimberly Summers on the planning for OFSOA's Fall Conference and most of the planning and preparations are complete. Robin announced she will not run for her position at the Fall Conference due to health issues. Robin plans to continue to attend OFSOA events as often as possible. She has made it her goal to help find a new representative for her region.

**Region 4:** Diane Nave reported she currently has 43 members in her region, 19 are attending workshop. She has been in contact with nine lapsed members discussing renewals and six have indicated they will renew. She reviewed and used the Public Aware website to register members. She also spent a considerable amount of time updating and dividing the event binder into two separate documents. Diane asked the Board to review the Event Binder and provide constructive feedback to her. Diane had a new Region 4 label made for her membership pin and is willing to help other Board Members get theirs replaced if needed.

**Region 5:** Kim Probst reported she has five members attending workshop. She has one new member, Cindy McGrath from Life Flight who will be attending as well.

**Region Liaison:** Rhonda Grant reported she attended retirement celebrations for both Phyllis Palmer and Susan Barrett with President Shepard.

#### **Liaison Reports:**

**Oregon Fire Bridge** representative Dave Gulledge from OFSM was unable to attend and did not provide a report for this meeting.

**Oregon Life Safety Team** representative Laura Houston from Stayton Fire was unable to attend and did not provide a report for this meeting.

**OFDDA** representative Laureal Williams reported that Dennis Rogers from Sheridan Fire District is the new President for OFDDA. She reported the planning committee has been working hard on the Oregon Fire Service Conference which is scheduled for late October in Bend, Oregon. The committee tried a different schedule last year and it didn't work out as well as planned, so they will be going back to full days on Thursday and Friday and ½ day Saturday schedule. The 2017 conference will be held in Ashland. OFDDA member renewals went out in January and the newsletter just came out. President Shepard encouraged the OFSOA board members to attend this conference with their district's chief and board members.

**OFCA** representative Chief Greg Marljar from Douglas County Fire District No. 2 sent the minutes from the last OFCA meeting for our Board to review as well as the agenda for the last meeting of the OFCA.

## COMMITTEE REPORTS:

**Membership:** Amy Anderson-Rice sent in her report and reviewed it over the phone. OFSOA currently has 154 current members including 23 life members, 1 associate member and 130 active members. Amy reported we have five members attending workshop that are not current members. Her hope is they will attend the workshop and sign up afterwards. Amy and Treasurer Vohs will work on membership renewals in June and schedule to go out in July.

Amy presented two recommendations for Years of Membership awards: Kelly Franzen from Clackamas for 15 year award and Laura Houston from Stayton for 20 year award. President Shepard approved the recommendation.

Amy asked for a volunteer to help her update the resource manual and photo roster. Pam Webber agreed to help. Amy said she was sorry she was missing workshop and misses all of us, but assured the Board she will be at the Fall Conference.

**Hospitality:** Paula Landrus said she has not been contacted by Kimberly Summers for any hospitality needs for the conference. Amy Anderson-Rice said she would ask Kimberly to contact Paula as soon as possible.

**Merchandising:** Tammy Robbins gave her report. She has 273 items for sale in merchandise. Most of those 273 items are lapel pins. Fourteen items will be ½ price at workshop. Nothing new has been purchased for workshop, but Tammy will be placing an order prior to conference. If you have ideas, special requests or items you're interested in, please see Tammy.

**New to You:** Deb Keehn reported she didn't bring any items to sell at workshop, but will have items to sell at conference and encourage everyone to bring items.

**Good Will Representative:** Lois Smith was unable to attend and didn't provide a report, but President Shepard reported Lois has been busy sending out cards.

**Education:** Pam Webber is working on 12 different topics for future events. She met with a potential speaker, Kim Maxwell, to set up a presentation for the Fall Conference.

**Accreditation:** Vickey Dosier reported she is working with a few people on their accreditation. One person is scheduled to receive a plaque at the Fall Conference for all three levels.

Vickey was recently presented with an issue of someone watching You Tube training videos and having a training officer sign off on the training. She asked how the board felt about this type of training and if we should allow that as acceptable training for accreditation. There was a lot of discussion on the topic. Most of the feedback received from the Board was that times are changing so it could be legitimate to use this type of training. Consensus of the Board was to include parameters in our Procedure Manual that only a certain percentage of video training can be counted and possibly even just for a certain level of accreditation. Vickey will draft language to include those parameters for the Board to review at the July Board meeting.

**Event Resource Contact:** Bonita Johnson was unable to attend, but sent President Shepard an email and said things are going good and she has been in touch with Kimberly Summers regarding the Fall Conference.

**Scholarship:** No scholarships were applied for at the workshop or the last conference. Laoreal Williams asked how much outreach we are doing for non-members. She asked the Board to consider extending a portion of the scholarship money for non OFSOA events.

**Protocol:** Rhonda Grant reviewed her duties as Protocol Chair in the Strategic Plan. As part of her responsibilities, she drafted a Code of Ethics for OFSOA to adopt. The Board will review the draft copy and provide input for discussion at the July Board Meeting.

At the Fall Conference Treasurer Jamie Vohs dealt with a NSF check from a member. Because we didn't have a policy to deal with the issue, Rhonda Grant drafted guidelines for NSF/Returned Checks. The draft was presented to the Board for review. The first paragraph of the draft will be removed. No other changes were made. *A motion was made by Pam Webber to approve the Non-sufficient Funds (NSF)/Returned Check Policy with change noted. Jamie Vohs seconded the motion, which passed unanimously.*

**Audit Committee:** Laureal Williams said the Audit Committee meets once a year at Conference to audit the finances for OFSOA. So far, the procedures currently in place are working well. Jamie Vohs said she believes the practice of the audit only protects the person in the Treasurer position.

**Communication/Newsletter:** Amy Anderson-Rice stepped in as interim Communications Chair when Stacy Brainard moved to Alaska last winter. Amy apologized for not getting a spring newsletter out to the organization. Stacy sent Amy a nice binder with examples/samples and past newsletters. Amy will plan to do the fall newsletter in August if no one has stepped up prior to then.

**Website:** Laura Houston was unable to attend the workshop. Laureal Williams reported that Laura, Pat Cane and she are all working together to research a different platform for the website. Amy will work with them on it as well.

**Business Items:**

- 1) Olivia Houck and Sammy Smith reported they have a lot of fun stuff planned. They told the Board the conference dress would be comfortable and to call them if anyone had questions.
- 2) Laureal Williams gave a Registrar's report. She reported 60 individuals are attending Thursday's classes for workshop and 52 on Friday. The online registration process continues to work well.
- 3) Laureal will continue to research online payment options for registration as part of her website research. She definitely thinks we can move in the direction of accepting payment with the Square, but that we need to be methodical about it. Laureal pointed out we will incur a fee for using the Square.
- 4) A draft policy was created to address Cash Advance for Conference/Workshop/Event Expenditures. The following changes were made to the draft after much discussion:
  - a. In the first paragraph, first line should read "Conference/Workshop/Event hostess/host or Hospitality Chair (hereinafter referred to as hostess/host)...."
  - b. Maximum amount per request should be changed from \$200 to \$500.
  - c. Under example of appropriate event items to purchase with cash advance funds, add:
    - i. Snacks/food for events

No further changes were discussed. *A motion was made by Diane Nave to approve the Cash Advance for Conference/Workshop/Event Expenditures policy with changes noted. Julie Spor seconded the motion, which was unanimously approved.*

- 5) Laoreal Williams worked with Pat Cane and Amy Anderson-Rice to come up with a banner design contest for two retractable banners that will be used at all OFSOA events. One banner will be full size and one banner for tabletop. Contest rules were handed out to the group and will be announced to the organization soon. Entry for the contest will be limited to just OFSOA members. The deadline for the entrants is June 30, 2016. Price for winner of each size will be a \$25 gift card.
- 6) OFSOA was asked to donate a personalized brick to the Oregon Fire Service Museum. President Shepard presented the idea to the Board and the consensus was to purchase the large brick for \$150. Susan will have our name put on the brick "Oregon Fire Service Office Administrators."
- 7) The Communications Chair position is being temporarily filled by Amy Anderson-Rice. If you are interested in service in the position, please contact President Shepard.
- 8) The following life membership nominations were made and eligibility verified by Amy Anderson-Rice:
  - a. Susan Barrett. *Motion by Julie Spor. Second Diane Nave. Approved unanimously.*
  - b. Stacy Brainard. *Motion by Kim Probst. Second Diane Nave. Approved unanimously.*
- 9) Rhonda Grant gave a nominations report for the Fall Conference. The following positions will be up for election: President, Secretary and Regions 1, 2 and 3. Rhonda provided the Board members with a list of who is eligible to run for President.
- 10) The event binders were discussed briefly earlier in Diane Nave's region report. Olivia Houck and Sammy Smith are now in the process of reviewing the revised binders and are planning to make a few more changes and simplify it.
- 11) Jamie Vohs and Laoreal Williams are working on reviewing 501c3 status. It is on their to-do list. Laoreal said it will be an investment in time and resources. Diane Nave said she will need to remove any 501c3 language out of the event binders until the status is finalized.
- 12) The consensus of the Board was they like the cloud format to receive board packets.
- 13) The new scrapbook made with patches off the original OFSOA banner will be on display during the workshop.

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

No further business was discussed and President Susan Shepard adjourned the meeting at 3:40 p.m.

Respectfully submitted by,

Julie A. Spor, Secretary