

OREGON FIRE SERVICE OFFICE ADMINISTRATORS
Board Meeting Minutes – 3rd-Quarter
Wilson Heirgood Associates
2930 Chad Drive, Eugene, OR 97408
July 12, 2017

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

Executive Board:

President Julie Spor, Sisters-Camp Sherman Fire District
Secretary Sami Smith, Tualatin Valley Fire and Rescue
Treasurer Jamie Vohs, Black Butte Ranch Fire District
Past President Susan Shepard, Polk County Fire District
Region 2 Representative Alison McGrath, Siletz Fire Department
Region 4 Representative Diane Nave, Tualatin Valley Fire and Rescue
Region 5 Representative Tammie Waters, Sunriver Fire (filling one-year vacancy)

Committee Chairs:

Education Chair Sally Cravinho, Office of State Fire Marshal
Membership Chair Bonita Johnson, LaPine Fire District
Communications Chair Ashley Naught, Tualatin Valley Fire and Rescue
Protocol Chair Rhonda Grant, Stayton Fire District

Subcommittees:

Accreditation Chair Vickey Dosier, Keizer Fire District
Hospitality Chair Paula Landrus, Crook County Fire District
Merchandise Chair Kimberly Summers, Ashland Fire & Rescue
Event Resource Contact Bonita Johnson, LaPine Rural Fire Protection District

Guests Attending:

Karen Duckworth, Tangent Fire
Darlaine Smith, Lebanon Fire
Pat Cane, Life Member

Excused Absences:

Vice President Laureal Williams, Oregon Fire District Directors Association
Region 1 Representative Jennifer Fox, La Grande Fire Department
Region 3 Representative Pam Webber, Medford Fire-Rescue
Website Chair Laura Houston, Stayton Fire District
Goodwill Representative Donna Fleishman, McMinnville Fire
Scholarship Chair Laureal Williams, Oregon Fire District Directors Association
New-To-You Chair Deb Keehn, Jefferson Fire District
Auditor/Registrar Laureal Williams, Oregon Fire District Directors Association

Approval of Minutes:

Region 4 Representative Diane Nave moved, seconded by Treasurer Jamie Vohs to approve the minutes of the April meeting with list of changes presented by President Julie Spor. Motion carried with aye votes by those present.

TREASURER'S REPORT: Treasurer Jamie Vohs presented the treasurer's report. Fiscal year 2016-17 has ended with both income and expenses higher than budgeted. Both the 2016 Conference and the 2017 workshop had good income. The additional expenses included the January 2nd quarter board meeting held totally by phone due to the weather. The board had the meeting recorded which added to the normal \$70 to \$75 fee. Providing lunch boxes at the 2016 after Conference Board meeting was more expensive than usual with the attendance of both outgoing and incoming officers and committee chairs. The communications budget was almost double the budget, due to revamping the Oregon Fire Service Office Administrators (OFSOA) website. The current hospitality budget may need to be increased as there have been more occasions where flowers/plants are being sent to members under the organization goodwill policy. Miscellaneous expenses included the cost of the two new display banners. The Spring Workshop income report showed that there was a net income of \$1,457. President Julie Spor reported that she and Treasurer Jamie Vohs met to review and discuss the financials, and as an organization we should plan for extra items like the banner contests and other additional items to help maintain our budget. The entire report is available for review in the Board packet.

Secretary Sami Smith moved, seconded by Region 4 Representative Diane Nave to approve the Treasurer's Report. Motion carried with aye votes by those present.

Correspondence: No correspondence

REGIONAL REPRESENTATIVE REPORTS:

Region 1 Representative Jennifer Fox was unable to call in, but submitted her report. Region 1 has seven members. She also emailed the last board meeting minutes to her region members.

Region 2 Representative Alison McGrath reported there are currently 44 members in Region 2. She recently contacted Website Chair Laura Houston for assistance with website access for two members and she was very helpful. She would like to brainstorm ways for members to stay connected between workshops and conferences, possibly by meeting for coffee or a field-trip-type of event. She also stated that she will begin compiling an online and in-person training list. She has received multiple requests from members who are looking for self-help resources in accounting, administration, personnel, human resources and several other areas. She likes the new idea of the lending library and would like to help building on that in an online list that members could access.

Region 3 Representative Pam Webber's report showed the region currently has 27 members, which is one less than last quarter due to the resignation of Kimberly Summers from Ashland Fire. She has not made any modifications to the website, but plans to work on it during conference, and have someone walk her through it. She did not have any additional news to report.

Region 4 Representative Diane Nave reported that third quarter has been very quiet as usual. She will contact current and lapsed members to remind them to renew their OFSOA dues for FY 2017-18. Susan Shepard has agreed to see that the Workshop Event Binder is re-typed and it will be handed over to her today.

Region 5 Representative Tammie Waters attended via teleconference, and reported Region 5 currently has 13 active members. She is still waiting to hear if the administrative assistants from Klamath County Fire District #1 and Ontario Fire would like to join. She plans to send recruitment information to all the Region 5 fire departments that are not currently members to try to boost membership.

Region Representative Liaison Susan Shepard reported that she continues to touch-base with region representatives routinely. There are items that come up along the way, but they have been addressed

such as the process for distribution of the minutes by the region representatives, etc. She said everyone is doing a great job. Susan Shepard has been working with Website Chair Laura Houston on the new website design along with working on the objectives in the Strategic Plan.

LIAISON REPORTS:

Oregon Fire Bridge: No report.

Oregon Life Safety Team (OLST): Website Chair Laura Houston was unable to attend but provided the report from the Oregon Life Safety Team. The group has been reviewing the Oregon Solar Eclipse Safety Tips and Oregon Solar Eclipse Preparedness for Fire Service fliers, and has provided feedback. The OLST group also agreed on purchasing eclipse glasses. OLST toured the Oregon Burn Center in May, and in June they learned about the American Red Cross Pillow Project and started discussing Fire Prevention Month plans. Their next meeting is scheduled for September 21 at the Chemeketa Community College Brooks location.

Oregon State Fire Marshal (OSFM): Website Chair Laura Houston submitted the report from the Office of State Fire Marshal. They have partnered with Keep Oregon Green, the Oregon Department of Forestry, Oregon State University Athletics, University of Oregon Athletics and Governor Kate Brown to create fire prevention and safety videos. They recently released the campfire safety video via social media, if your organization would like to post them please visit the Facebook site @OregonStateFireMarshal or Twitter @OSFM to share or retweet.

Oregon Fire District Directors Association (OFDDA): No report.

Oregon Fire Chiefs Association (OFCA): No report.

COMMITTEE REPORTS:

Education: Education Chair Sally Cravinho reported she worked on closing out the Spring Workshop. She reviewed the evaluations, which were very positive with great feedback. They compiled the accreditation for workshop attendees, printed their participation certificates and mailed them out. They have been working on the challenge coin for the upcoming Conference. A suggestion was received for a speaker at a future conference or workshop. Rhonda Grant asked if OFSOA provides feedback to the speakers or if a summary is sent to them. Sally will send a summary of the feedback from the Spring Workshop to the speakers.

Accreditation: Accreditation Chair Vickey Dosier reported that it has been a slow year for accreditation requests. She has reviewed one request for Level I and one request for all three levels. Two others have been reviewed, but have more education to complete. As of this report, no one is eligible to receive accreditation at this year's Conference. Several sessions at the Fall Conference will fall into the financial accreditation category, and several members are waiting on those classes. She hopes after Conference, the Board will have more applications to review. Level 4 is still on hold; Sally Cravinho and Vickey Dosier have not had a chance to meet to begin reviewing all the information to put it into place.

Event Resource Contact: Bonita Johnson reported the 2018 Fall Conference will be in Bend and OFSOA is looking for a location for the 2019 Conference. Everyone agreed that the Conference has not taken place at the coast in quite some time, and that could be a good location. Bonita also reported that she and Hospitality Chair, Paula Landrus visited the Boulder Falls Inn in Lebanon, and it is a great location for the 2017 Fall Conference.

Scholarship-: Scholarship Chair Laurel Williams was unable to attend but reported to President Julie Spor that Bonnie Graham from Dexter is going to work with her as co-registrar for the 2017 Conference, with the intent that she will take over going forward. Laureal plans to be at conference and conduct the Audit. Julie reported that Laureal intends to stay on as the Auditor, but she will not be re-running for Vice-President. There were questions about use of scholarship for lodging for conferences and if it is appropriate to use when your District will not pay for your lodging because of your location. Treasurer Jamie Vohs noted that there is \$1500 available for scholarships for conferences.

Membership: Membership Chair Bonita Johnson provided the membership report; OFSOA currently has 165 members, 27 Life Members, and 138 Active members. Region 1 has 7 members, Region 2 has 44 members, Region 3 has 28 members, Region 4 has 46 members, and Region 5 has 13 members. 138 membership renewals were mailed out on July 5.

Hospitality: Hospitality Chair Paula Landrus reported the Hospitality room will be available in the evenings of the Conference, similar to Ashland, and she plans to narrow down the snacks to eliminate waste. Paula also mentioned that she will not be able to attend the Fall Conference in 2018, but has pre-arranged with Bonita Johnson to manage the Hospitality room in her absence.

Good Will: No report.

Merchandising: Merchandise Chair Kimberly Summers sent the new OFSOA logo to the embroidery company, and the logo looks great. She also mentioned that she is resigning from her position because she is moving to Bend, and her last day at work is August 4. President Julie Spor mentioned items need to be ordered for the Conference and she has reached out to Bethany Emmert from the Office of State Fire Marshal (OSFM) and Bethany indicated she is interested in taking on the position. She has a few things to work through before she can accept the position. Julie asked if there are any other people interested to notify her, because the position needs to be filled immediately. Julie also mentioned a discussion needs to take place regarding merchandise and profit margins. Julie will work with Communications Chair Ashley Naught to poll members to see what they would like to see offered by merchandise. Rhonda Grant noted that a five percent increase was recently approved to add to the merchandise. Susan Shepard noted that the square has a three percent charge for usage.

New to You: No report.

Protocol/Parliamentarian: Protocol Chair Rhonda Grant reported that she submitted an article for the newsletter. She is also working on her presentation on essential records for the Fall Conference.

Auditor/Registrar: No report.

Communications: Communications Chair Ashley Naught thanked Rhonda Grant for the article she submitted; it is the only one she has received thus far for the Fall Newsletter. Ashley will be sending out first call for articles in July. She said she is running low on articles, and asked that if anyone runs across a useful article or information, they send to her. President Julie Spor spoke with Ashley about speaking to Fire Chiefs throughout Oregon to send in articles about why they support OFSOA. The next newsletter is scheduled to go out at the end of August or early September. Julie suggested that Pat Cane ask Charter Members or Life Member to write an article about what OFSOA meant to them for the 25th anniversary of OFSOA.

Website: Website Chair Laura Houston was unable to attend but provided the website report. Information for conference has been posted. Laura assisted three members with logins to the website, and provided

sample brochures to the Conference Committee so they could start working on it. She has been working on the website update project with the committee and our website contractor. She has assigned a few tasks to committee members, and made updates based on feedback from the Committee. Laura has also requested an updated project timeline from the contractor.

BUSINESS ITEMS:

1. Conference 2017 Update – Karen Duckworth and Darlaine Smith provided the conference update. They met this morning at the hotel to look at the layout and said that it is a gorgeous facility. They also discussed menus and prices and are hoping to keep registration around \$200. Darlaine is waiting to send out registration until meals and costs are finalized. Karen Duckworth stated they are only holding raffles this year at Conference instead of doing both the raffle and a silent auction. Revenue from the silent auction does not bring in as much money as the raffle does. Discussion ensued that Past Presidents, Life Members and Charter Members will only pay for meals as noted in our policies and procedures for conferences and workshops.
2. 2018 Workshop Host Update – President Julie Spor reported that OFSOA is still looking for a host for the 2018 Workshop. Alison McGrath expressed interest in hosting. Dana at Crooked River also expressed interest. Julie asked the Region Reps to ask their members again about hosting the 2018 Workshop.
3. 2018 Conference Update – Tammie Waters reported that she has had great response for committee members. She is working to schedule her first meeting and tour the Riverhouse in Bend where the 2018 Conference will be held. She has been talking to speakers, businesses and gathering information and samples of items to present to the committee for input.
4. Strategic Plan task status – President Julie Spor reported that she has been reviewing our Strategic Plan and making notes. She has checked off items that have been completed. She asked if anyone has anything to note or check off please let her know. Julie stated that next year the Board should get together to update and review, because there are several things that are completed, or scheduled to be completed. It would be a good idea to look over the goals and review the vision of the organization, and update as needed.

PRESIDENTS REPORT: President Julie Spor reported that she added the Presidents Report to the agenda, to be able to track what she is doing as part of the history of her position. Since the Second Quarter Board meeting, she has completed several tasks including sending in two articles for OFDDA's spring and summer issues of the Communique Newsletter. She assisted with the OFCA golf tournament at Eagle Crest on May 11, 2017. She gave a report on OFSOA to the Fire Chief's at their Annual Business meeting during the OFCA Conference. She attended the OSFM Centennial Celebration at DPSST on June 20, 2017. She worked with the 2017 Fall Conference Committee regarding giveaways for the attendees; and sent out several news blast information requests.

UPCOMING OPPORTUNITIES: President Julie Spor stated that Laoreal will not be re-running for her position in October. Laoreal Williams does plans to continue her position as the Auditor/Registrar, but is happy to offer those positions to someone else within the organization as well. Julie Spor noted that positions coming up for election are: Vice President, Treasurer, Region Representatives 4 and 5. Julie Spor asked those in the current positions to let her know if they plan on running for re-election. With Kimberly Summers stepping down as the Merchandise Chair, OFSOA needs someone to fill that position as soon as possible. Julie has reached out to Bethany Emmert with the OSFM to see if she is interested in filling the position. Julie reminded the group that the Oregon Fire District Directors Association Conference will be in Ashland October 26-28, 2017.

OTHER BUSINESS/GOOD OF THE ORDER: President Julie Spor reported that she received a phone call from Ashley (*need last name*) with Central Pierce Fire, OFSOA's Washington counterpart. Julie said they discussed getting together with OFSOA to collaborate. Rhonda Grant mentioned that Washington's group helped while OFSOA was organizing. Rhonda noted that she, Chris Lewellen, Brenda Spence, Jane Herman, and Pat Cane attended their conferences in Vancouver, Washington, and OFSOA is ahead of their organization with our current educational opportunities. Julie Spor noted that she spoke with Pat Cane about always having our January meeting as a phone conference and moving our July conference to the DPSST location. Julie tabled the conversation, to be discussed further at our October board meeting.

Next meeting October 17, 2017 Boulder Falls Inn at 3:00 PM

No further business was discussed and the meeting adjourned at 2:15PM

Respectfully submitted,

Sami Smith, Secretary

DRAFT