

OREGON FIRE SERVICE OFFICE ADMINISTRATORS
Board Meeting Minutes –4th Quarter
Ashland Hills Inn & Suites
October 18, 2016

President Susan Shepard called the meeting to order at 3:02 p.m. Secretary, Julie Spor did roll call.

Executive Board:

- ✓ President Susan Shepard, Polk County Fire District
Vice President Laoreal 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 - Open
- ✓ Region 3 Rep Robin Paulson, Illinois Valley RFPD
- ✓ Region 4 Rep Diane Nave, TVFR
Region 5 Rep - Open

Committee Chairs:

- ✓ Education Chair Pam Webber, Medford Fire Department
- ✓ Membership Chair Amy Rice, Roseburg Fire Department
- ✓ 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 Tammy Robbins, Jefferson Fire District
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 Sami Smith, TVFR, Kimberley Summers, Ashland Fire and Pat Cane Life Member.

Approval of Minutes: *The 3rd Quarter Board Meeting Minutes were presented and reviewed. Diane Nave asked for a change on page three of six in the first paragraph to show that until a new region representative is elected, the Liaison will reach out to new members in "Region 2" to get them set up on the web, etc. A motion was made by Amy Rice to approve the minutes with the change noted. Diane Nave seconded the motion, which passed unanimously.*

Correspondence: Jill Dorrell said to tell everyone hello and she misses everyone. Susan Boyle sent President Shepard an email and said she is enjoying retirement and also tell everyone hello.

TREASURER'S REPORTS:

Amy Rice presented the Treasurer's report for Jamie Vohs. The checking account balance is \$21,693.85. Membership dues are still trickling in and Jamie is hoping to reach the \$4,000 budgeted amount soon. The miscellaneous expense line item will be over budget due to the cost of the banners. Four scholarships were applied for and granted for conference, it's good to see that line item being used. Kimberley Summers also received about \$800 in sponsorships/donations, which is great. *A motion was made by Rhonda Grant to approve the Treasurer's Reports. Pam Webber seconded the motion, which passed unanimously.*

REGIONAL REPRESENTATIVE REPORTS:

Region 1 Representative Jennifer Fox sent in her report. She has eight members in her Region as of July 2016. She emailed the newsletter to area departments, emailed board minutes to region members and encouraged all members to attend conference. Unfortunately, scheduling conflicts in some departments have prevented some from attending. She sent her apologies for missing the meeting; she has a very long drive to get here but will be here for conference.

Region 2 Representative position is currently open and therefore no report was given.

Region 3 Representative Robin Paulson gave her report. She currently has 29 members in her region. Eighteen members are attending conference and one is a guest from Ashland Fire. Two of her members are attending for the first time. Robin encouraged her members to attend conference and sent reminder emails, invitations and notes to those registered. Robin does not plan to re-run for Region 3 Representative so she has reached out to other members encouraging them to join the leadership team. She expressed her gratitude for all that OFSOA has done for her over the past 11 years and said the education, support and friendships are priceless.

Region 4 Representative Diane Nave apologized for not making or calling in to the July meeting, but her new position at TVF&R began July 1 and has taken priority over all her time. Region 4 currently has 45 members and has made contact with lapsed members in her region. Three have paid dues and renewed, three have left the department and there is no information on a replacement person and three are interested in renewing and requested another reminder. Diane has spent time on reviewing the Conference and Workshop Planning Binders and had a final review of them by Sami Smith and Olivia Houck over the summer. She will continue to simplify the binders and eliminate any redundancy per their recommendation. Diane reported the binders are available to be used in their current form and any further revisions will not affect their use when planning an upcoming workshop or conference.

Region 5 Representative position is currently open and therefore no report was given.

Region Representative Liaison and Past President Rhonda Grant gave the following reports:

Past President – Rhonda attended the celebration of life service for husband of Life Member Jill Dorrell from Newberg, prepared new member orientation sessions/manuals, welcome notes and new Board Member Guides for the newly elected officers, worked on the lending library guidelines and prepared the Past President binder to pass on to Susan Shepard.

Liaison Report – Rhonda took minutes of the July Board meeting in Secretary Spor's absence, sent summary of the last meeting to region members, set up two new members on the website and checked in with region reps prior to the Board meeting.

Nominations Report – Rhonda prepared an elections article for the Newsletter, emailed members who are eligible to run for President and worked on the nomination and election process.

Protocol Report – Rhonda worked on the OFSOA Code of Ethics and made the approved revisions to the Procedure Manual.

LIAISON REPORTS:

Oregon Fire Bridge – Dave Gulledge reported the State Reporting System, Fire Bridge, is in the process of being upgraded by the vendor and will be more user-friendly and robust. The system is called Elite. Amy Rice asked if everyone in Oregon has to switch to Elite. Only if you are currently using Fire Bridge

and plan to continue, do you have to switch to the upgraded program. There is no cost to upgrade to Elite and OSFM will continue to provide free use and training of the system for all local fire agencies.

Oregon Life Safety Team (OLST) – Laura Houston reported the Oregon Life Safety Team meets on the third Thursday of the month with a few exceptions. The team is made up of OSFM staff, representatives from each County and Oregon Fire associations. Team members provide information on prevention activities for their region or association. Periodically the team reviews fire incident data and new educational tools and programs and provides guidance to OSFM as they develop and distribute fire prevention information to Oregon fire agencies. Laura presented and discussed several new Fire and Life Safety product handouts. All items are available to order at www.oregon.gov/osp/SFM/Pages/EducationMaterialRequest.asp

OFDDA- OFDDA Chairman Dennis Rogers provided a report and plans to attend our banquet on Thursday night. The annual Oregon Fire Service Conference is just a few days away. He thanked Susan Shepard for involvement in planning and scheduling for timely class topics on this year's program. He said to expect a lively Legislative Session in 2017. PERS will be a hot issue due to increased cost assessments that will affect all Districts. He encouraged members to winterize their homes and replace the batteries in their smoke alarms.

OFCA- Chief Greg Marlar was not in attendance for the meeting but sent an Agenda and Minutes from the last OFCA meeting and their budget.

COMMITTEE REPORTS:

Membership- Amy Rice provided the Membership Report. Amy will be resigning as Membership Chair due to health and work. She does not feel like she can give 100% to the job at this time and feels it would be better to pass it on to someone else. Amy would like to discuss the different components of the Membership Chair's job at the January meeting and the additional duties Amy has taken on in addition to membership.

The Membership Report was reviewed and Amy notes that changes are still to come for the report as memberships are still trickling in. Amy thinks approximately 36 more members will be paying their dues and they are not on the report currently. Total number of members as of today is 131 including 26 Life members, no Associate members and 105 Active members.

Secretary Spor asked members to review the Membership Chair's description of duties prior to the January meeting so we have an idea of what components could be pared off. Amy also expressed her willingness to work with whoever takes her place to transition smoothly.

Hospitality – Paula Landrus reported the hospitality room will be open one night only (after the banquet) and will include snacks and bottled water. Members can bring food/drink as well. Breaks will be in the hotel and will be provided by the hotel. The Hospitality room is Room 315, the Manhattan Suite and if members want to come up on Wednesday they can.

Good Will Rep – Susan Shepard reported that Lois Smith continues to send cards and does a great job. Amy Anderson Rice asked if a dollar limit has been set for different types of gifts/cards for the organization and President Shepard said no; it has been decided on a case by case basis based on the occasion.

Merchandising – Tammy Robbins has a new Square that will accept chip cards and Apple Pay. She has 26 new items for sale for the conference and reported that the price for some of the mugs will be

reduced due to a slight flaw in the glass. Tammy does not plan to stay on as Merchandise Chair and mentioned that Kimberley Summers has expressed interest in the position.

New to You – Deb Keehn reported she has a few new things and a lot of mark-downs. She encouraged everyone to check out her merchandise.

Registrar – Laoreal Williams has been regularly sending reports to the Board regarding number of attendees for conference. Wednesday includes 58 attendees, Thursday has 60 and Friday has 59.

Education – Pam Webber has received an email from Amy Rice regarding the class suggestions that were sent in as part of the dues renewal process worksheet. If anyone has any input on financial classes, Pam would appreciate any input because they are hard to find. Pam provided a report listing all of the class recommendations she has outstanding. Succession planning and preparing for leadership roles were added. It was recommended that committees pull instructors from the membership who can teach break-out sessions. Ashley Naught suggested that we could do pre-conference classes on a half day prior to the conference starting and Secretary Spor added it could be done prior to the Board meeting. Options discussed no decision made.

Diane Nave asked if OFSOA could scholarship a member to attend a financial class outside the organization if we can't offer one internally. This would help our members get accredited. Discussion but no decision was made at this time.

Pam Webber plans to run for Region 3 Representative. She plans to gather information on financial classes prior to the January meeting and will help transition the position over to the new person.

Accreditation – Amy Rice read Vickey Dosier's report. Vickey was unable to attend the meeting due to a family conflict, but will be at conference tomorrow. Vickey will present five Accreditation awards at the banquet on Thursday: a Level II Certificate to Kelly Busch, Level I and Level II Certificates to Peggy Kirkpatrick and two Level III plaques to Judi Norris and Kimberley Summers. Vickey has updated the Accreditation Guidelines with the changes that were approved at the July meeting. Laura Houston will be updating them on the website. Work is continuing on Level IV and Vickey hopes to have a new draft in the next few months.

Event Resource Contact – President Shepard will follow-up to see if Karen Duckworth is still interested in hosting the 2017 conference in Lebanon. Bonita will make contact with the venue to check on availability. Bonita Johnson has mentioned that Bend area members may be interested in hosting in 2018.

Scholarship – Four scholarships were awarded for conference.

Audit – Laoreal Williams will be asking at the Annual Business Meeting for volunteers to form a committee to meet and do spot checks on the organization's financials during conference.

Communications – Ashley Naught reported the Newsletter was sent out last month. She will do a first call for articles after the first of the year. If you have any feedback on content, please let Ashley know. Amy Rice suggested we put award recaps and photos in the next Newsletter and all agreed that was a great idea. Diane Nave also suggested we could mention new members and retirees.

Website – Laura Houston did a preliminary review of two website platforms as requested by the Board. It will be very time intensive to move to a completely new platform. The current site code is very

outdated on the backside, so Laura feels we need to do something to update it. Laura will provide more information regarding the website later in the meeting.

2016 Workshop Evaluations – A summary of the 2016 Workshop evaluations were reviewed.

BUSINESS ITEMS:

- 1) Kimberley Summers said it has been really fun planning the 2016 Conference. She thanked Bonita Johnson and Amy Rice for their help. She really tried to keep expenses down and reports her budget looks good overall. She has a great lineup of speakers and the comedian will be fun. She has 42 people registered for bunco and the Jackson County Fire District 3 members are putting bunco night on. Nine ladies are registered for the Shakespeare tour and Kimberley received over \$800 in donations/sponsorships for the conference. If you need anything during the conference, please let Kimberley know.
- 2) Workshop 2017 is being hosted by Sally Cravinho and Bethany Emmert from the office of OSFM and will be held at the Keizer Fire Station April 20-21, 2017. The theme for the event is “Tapping Into Your Inner Strengths”. They have a karaoke night planned during the event.
- 3) Conference 2017 and Workshop 2018 – they were discussed previously during the meeting.
- 4) Rhonda Grant reported the following positions are up for election during this conference: President, Secretary and Regions 1, 2, 3 and 5. Rhonda has received applications for each of the positions. Rhonda will do a call for nominations during the first half of the Annual Business Meeting on Wednesday. A vote will take place on Thursday during the second half of the Annual Business Meeting. Nominees should plan to give a quick speech on Thursday prior to the vote.
- 5) Amy Rice reported that Rhonda Grant won the banner contest for both the new table-top and the stand-up banner for the organization. They will be unveiled during the conference tomorrow. Congratulations Rhonda!
- 6) Rhonda Grant presented a draft of the OFSOA Code of Ethics that we have as a part of our Strategic Plan (Objective 3, E.1). *A motion was made by Julie Spor to approve the Code of Ethics as presented. Amy Rice seconded the motion, which passed unanimously.* President Shepard thanked Rhonda for her work on this.
- 7) Several minor changes were made to the Procedure Manual (as noted in the handout). The consensus of the Board was to approve all items noted. The updated manual will be posted to the website.
- 8) Rhonda Grant briefly discussed the work she has done to come up with a lending resource library. Discussion on whether a library is really necessary in the electronic age. It was recommended to send a survey out the membership to see who would find value in the library. Also suggested was just asking the Board and then a survey wouldn't be necessary. After some discussion, it was agreed that a survey should be sent out to find out if there is an interest in a lending library because it is a part of the Strategic Plan. If there is no interest in it, we could remove it from the Strategic Plan.

- 9) Rhonda Grant did some research on a Mobile Speaker Phone for the organization to use at meetings since not all locations have a Polycom phone, which are very expensive, and it is often hard to hear for those calling in. Rhonda provided some other options that are available. The consensus of the group was to have Rhonda purchase a Mobile Speaker Phone for the organization for approximately \$65 and we will try it out.
- 10) President Shepard asked if maybe we should think about creating a separate email blast for just training and misc. info. Some members like getting these emails while some have expressed a concern stating these make too many emails. Currently we have stopped sending these but maybe a separate list would be something to consider. There was discussion regarding the time for news blasts and trying to not duplicate requests but rather point them to the person who had a similar request prior. Amy Rice said we need to find a balance and then decide as an organization what is the most time efficient, cost effective and what is good for the membership. The issue was tabled until the January meeting for further consideration and possible options.
- 11) Website Design/Update – Laura Houston provided some information on two platforms she has researched out to at the request of the Board. As discussed earlier in the meeting, it will be very time intensive to switch platforms. Laura also said it will take a lot of hours to train people on a totally new site. Amy Rice said Laura (along with everyone else) is really busy and we need to decide if this is necessary to change, just to change. After a lot of discussion about the length of time to make the platform change and the training, the consensus of the group was just to update the current site and refresh it with new coding. *A motion was made by Julie Spor to spend up to \$3,000 to update the current site and refresh the coding to current standards. Diane Nave seconded the motion, which passed unanimously.* Laura has a group of people to help with reviewing the site and they will work together to determine which pages are still valuable.
- 12) Life Memberships were considered and a *motion was made by Diane Nave to present Sharon Cox from Forest Grove with a Life Membership. Sharon retired in April and has been a member for 16 years. Ashley Naught seconded the motion, which passed unanimously.*

OTHER BUSINESS/GOOD OF THE ORDER: Theresa Hall recently retired from Sunriver Fire. Paula Landrus will work with Rhonda Grant to get information on Theresa's mailing address so Lois Smith can send her a retirement card.

No further business was discussed and the meeting adjourned at 5:23 p.m.

Respectfully submitted,

Julie Spor, Secretary