

OREGON FIRE SERVICE OFFICE ADMINISTRATORS  
Board Meeting Minutes – 4<sup>th</sup> Quarter  
Boulder Falls Inn  
505 Mullins Dr, Lebanon, OR 97355  
October 17, 2017

President Julie Spor called the meeting to order at 3:00 p.m. Secretary, Sami Smith took roll.

**Executive Board:**

President Julie Spor, Sisters-Camp Sherman Fire District  
Vice President Laureal Williams, Oregon Fire District Directors Association  
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 – Via Telephone  
Region 3 Representative Pam Webber, Medford Fire-Rescue  
Region 4 Representative Diane Nave, Tualatin Valley Fire and Rescue  
Region 5 Representative Tammie Waters, Sunriver Fire – Via Telephone

**Committee Chairs:**

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

**Subcommittees:**

Hospitality Chair Paula Landrus, Crook County Fire District  
Merchandise Chair Bethany Emmert, Office of State Fire Marshal  
Event Resource Contact Bonita Johnson, La Pine Rural Fire Protection 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

**Guests Attending:**

Karen Duckworth, Tangent Fire  
Pat Cane, Life Member

**Excused Absences:**

Accreditation Chair Vickey Dosier, Keizer Fire District  
Region 1 Representative Jennifer Fox, La Grande Fire Department  
Website Chair Laura Houston, Stayton Fire District

**Approval of Minutes:**

**Past President Susan Shepard moved, seconded by Region 3 Representative Pam Webber to approve the minutes of the July meeting with the changes presented by President Julie Spor. Motion carried with Aye votes by those present.**

**Correspondence:** President Julie Spor presented the following correspondence: Jamie Vohs sent a thank you card for a plant presented to her when her mom passed away, Julie Spor thanked everyone for the cards and notes sent when she was out for surgery. President Julie Spor noted several notes were received from founding members and past presidents who were invited to the Conference, but unable to attend. Letters were received from Chris Lewellan, Terry Van Wagner, and Jane Herman sending their regrets. Pat Cane also thanked OFSOA for the card that was sent to her after her mother-in-law passed away.

**TREASURER'S REPORT:** Treasurer Jamie Vohs presented the Treasurer's Report. Carry over balance is higher than she had estimated. She said Karen Duckworth has done a great job getting sponsors for the Fall Conference. Membership dues are still coming in, and the balance will be closer to \$5600 in that line item. Conference revenues have been received and expenses are still coming in. Jamie will be able to better estimate totals after the master bill is received post conference.

**Past President Susan Shepard moved, seconded by Region 3 Representative Pam Webber to approve the Treasurer's Report. Motion carried with Aye votes by those present.**

#### **REGIONAL REPRESENTATIVE REPORTS:**

**Region 1 Representative** Jennifer Fox was unable to attend; Past President Susan Shepard presented her report. Jennifer currently has six members in her region as of October 2017. She also emailed the newsletter to all area departments and the board minutes to her region members.

**Region 2 Representative** Alison McGrath noted that since our last board meeting she has added seven new members in Region 2, sent out welcome packets and reminded them of our upcoming conference and encouraged them to attend. Region 2 currently has 40 members, with 25 attending the conference.

**Region 3 Representative** Pam Webber reported she currently has 28 members in Region 3. She sent out an email encouraging members to attend conference. She has 10 members attending conference. Pam said she really likes to put faces to names, and asked if anyone else does anything to meet all their members. Region 4 Representative Diane Nave said she meets with all her members at some point during the conference.

**Region 4 Representative** Diane Nave reported that she currently has 43 members in Region 4. She added 2 new members this quarter. She met with one member to assist her with accreditation documentation, and made a newsletter suggestion to Communications Chair Ashley Naught. She sent out a request to Region 4 members for information locating charter members, five members provided updates. She also sent out meeting minutes to region members and encouraged them to consider running for Region 4 Representative position or any of our other open positions.

**Region 5 Representative** Tammie Waters reported that she currently has 18 active members. Several of their region fire departments were very busy with fire season and it is slowing down. Tammie reported that she reached out to other fire agencies promoting OFSOA and the benefits of becoming a member and attending the fall conference.

**Region Representative Liaison** Susan Shepard said she continues to touch base and encourage the Region Representatives, sends reminders to encourage their members to register for Conference, attend President's Night, and to use the tax-exempt certificate when registering to save some money. She has created a simple format for the Region Reps to use to standardize their reports.

**Past President Report** Susan Shepard said she continues to support President Julie Spor wherever she can. Susan submitted an article for the newsletter regarding open positions & nominations. She also sent letters to the new members for the New Member Orientation prior to conference.

#### **LIAISON REPORTS:**

**Oregon Fire Bridge:** Report is in the packet and available for your review.

**Oregon Life Safety Team (OLST):** No report

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

**Oregon Fire Chiefs Association (OFCA):** No report.

#### **COMMITTEE REPORTS:**

**Education Chair** Sally Cravinho reported meeting with Accreditation Chair Vickey Dosier at Keizer Fire on September 21<sup>st</sup> to give her copies of the Spring Workshop attendee's certificates and the sign-in sheets for accreditation purposes. Sally and Vickey also discussed Accreditation Level 4 courses. Sally met with Karen Duckworth on October 6<sup>th</sup> to deliver the 25<sup>th</sup> Anniversary challenge coins for the Fall Conference.

**Accreditation Chair** Vickey Dosier was unable to attend but President Julie Spor provided her report. She reported that she was pleased to announce since our July meeting she had a flurry of activity with two members receiving their Level III plaques and two people will be receiving their Level 1 certificates. She had several inquiries about categories and levels that would be offered at fall conference, so members can continue working on their accreditation levels. Work is ongoing for establishing Level 4 of accreditation.

**Event Resource Contact:** Bonita Johnson reported a host is needed for the 2018 Workshop and the 2019 Conference. Alison McGrath said she could host the 2018 Workshop if she has help. Ashley Naught reported that she and Connie Brodehl of Tualatin Valley Fire and Rescue, will host the 2019 Conference at a location to be determined.

**Scholarship:** Laureal Williams reported that the Scholarship Committee was gracious enough to award all three requested scholarships. Laureal provided a reminder that the scholarships are good for registration and lodging. The scholarships awarded were valued at approximately \$1,000.

**Membership:** Membership Chair Bonita Johnson reported there are 159 current members, 132 active members, and 27 life members. Bonita said Kimberley Summers is now working for Bend Fire. Currently Region 1 has 6 members, Region 2 has 40 members, Region 3 has 25 members, Region 4 has 42 members, and Region 5 has 17 members. There are 14 new members in the organization.

**Hospitality:** Hospitality Chair Paula Landrus reported the Hospitality room will be on the third floor in the Club Room and it will be open after President's Night and the Banquet. Snacks and water will be provided.

**Good Will:** Goodwill Representative Donna Fleischman reported on the correspondence she has sent out since taking over the Goodwill Representative role. Lois Smith is still making cards and sending out as requested. Donna asked if she should be sharing with the board when one of our members is needing a little extra support. The board decided with permission from the person it is okay to share with the board.

**Merchandising:** Bethany Emmert reported she was given \$700 as a budget to spend on new merchandise. She ordered new items with the new logo. She presented a t-shirt and a hoodie with the new logo. She also ordered tumblers. She also reported that an entire box of items have been marked down significantly,

and have not sold for a significant amount of time. She suggested raffling them off, or putting together items for new member registration. Pam Webber reported she has a whole bag of totes from a previous conference. President Julie Spor said the clothing was okay to distribute. Cell phone holders were okay to give to new members. Jamie Vohs said that she would give Bethany a merchandise transfer. Beer mugs could be given as speaker gifts. Group consensus was to distribute items that were not selling, first by giving them away.

**New to You:** Deb Keen reported that she only has 5 items in the New to You stock. She is looking for items.

**Protocol/Parliamentarian:** No modifications at this time.

**Auditor/Registrar:** Laoreal Williams reported that tomorrow at the Annual Business Meeting she will be asking for volunteers for the Audit. Once the audit is complete a report will be provided at the Annual Business Meeting. Laoreal also reported as the Registrar, 74 people are registered for Conference on Wednesday, 76 people are registered on Thursday, and 74 are registered to attend on Friday. This is the largest number of attendees at a conference when researching as far back as 2013. 67 people are scheduled to attend the Banquet and 42 are scheduled to attend President's Night.

**Communications:** Ashley Naught reported the newsletter went out in September. Feedback and ideas are always welcome. If you have suggestions for articles, please send them to her anytime. She will send out a first call for articles after the first of the year, and the newsletter will be ready in time to announce the workshop in the spring.

**Website:** Laura Houston was unable to attend but provided information to President Julie Spor. Website is in beta phase and testing. Laura Houston has been incredibly busy, if you have any website experience reach out to her if you would be interested in helping.

#### **BUSINESS ITEMS:**

1. Conference 2017 Update – Karen Duckworth reported that they have a great Conference team and are ready for the Conference to start. Kate Hennessey who was part of the team, unfortunately will not be able to attend due to a family emergency.
2. 2018 Workshop Host Update – Region 2 Representative Alison McGrath will host the 2018 Spring Workshop at a location to be determined. She will be looking for volunteers to join her committee for the event.
3. 2018 Conference Update – Region 5 Representative Tammie Waters doesn't have much to update on as far as the Conference goes. Looking forward to seeing everyone at the Riverhouse in Bend.
4. Open Board Positions – Past President Susan Shepard reported the following open board positions and nominations: Vice President - open, Treasurer Jamie Vohs, Region 4 Representative Diane Nave, and Region 5 Representative Tammie Waters. All have confirmed they are running again, with the Vice President position the only one that no one has filed for yet.
5. PRESIDENTS REPORT: President Julie Spor reported that since the 3<sup>rd</sup> Quarter board meeting she had completed the following tasks; submitted a newsletter article to Ashley for the fall edition, worked extensively on conference duties, worked with the Washington Fire Chief's Administration Section regarding Conference sharing, reviewed the Strategic Plan and worked on

finding contact information for founding and life-members for 25<sup>th</sup> Anniversary Conference presentation.

**UPCOMING OPPORTUNITIES:** The Oregon Fire Service Conference in Ashland, OR October 26-28 and the Strategic Plan updates discussion after the New Year.

**OTHER BUSINESS/GOOD OF THE ORDER:**

Next meeting January 10, 2018 via Teleconference.

No further business was discussed, and the meeting was adjourned at 3:50 p.m.

Respectfully submitted,

Sami Smith, Secretary

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