

OREGON FIRE SERVICE OFFICE ADMINISTRATORS  
Post Conference Meeting  
Boulder Falls Inn  
505 Mullins Dr, Lebanon, OR 97355  
October 20, 2017

President Julie Spor called the meeting to order at 11:56 a.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 3 Representative Pam Webber, Medford Fire-Rescue  
Region 4 Representative Diane Nave, Tualatin Valley Fire and Rescue  
Region 5 Representative Tammie Waters, Sunriver Fire

**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  
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 Bethany Emmert, Office of State Fire Marshal  
New-To-You Chair Deb Keehn, Jefferson Fire District  
Event Resource Contact Bonita Johnson, La Pine Rural Fire Protection District

**Guests Attending:**

Pat Cane, Life Member

**Excused Absences:**

Vice President Laureal Williams, Oregon Fire District Directors Association  
Goodwill Representative Donna Fleishman, McMinnville Fire  
Region 1 Representative Jennifer Fox, La Grande Fire Department  
Website Chair Laura Houston, Stayton Fire District  
Scholarship Chair Laureal Williams, Oregon Fire District Directors Association  
Auditor/Registrar Laureal Williams, Oregon Fire District Directors Association

**BUSINESS ITEMS:**

President Julie Spor announced new officers and recapped the awards presented at the Annual Banquet:

**Years of Membership awards:**

- a) Bonita Johnson – 15 Years
- b) Rhonda Grant – 25 Years

**Board Elections:**

- a) Vice President – Paula Landrus, Crook County Fire District
- b) Treasurer – Jamie Vohs, Black Butte Ranch Fire District
- c) Region 4 Representative – Diane Nave, Tualatin Valley Fire and Rescue
- d) Region 5 Representative – Tammie Waters, Sunriver Fire

**Accreditation Recipients:**

- a) Kelly Busch – Grants Pass Fire & Rescue - Level 3 Plaque
- b) Mary Lou Busch – Level 3 Plaque
- c) Olivia Houck – Level 1 Certificate
- d) Judy Breeden-Level 1 Certificate

**President's Award:**

- a) Pat Cane – Life Member

**Disposal of Ballots:** Protocol Chair Rhonda Grant asked for a board vote as required destroying ballots.

**A motion was made by Secretary Sami Smith, seconded by Region Representative Diane Nave to destroy ballots from the vice president decision. Motion carried with an Aye votes by members present.**

**Committee Appointments:** President Julie Spor, reported that the committee chair positions of Hospitality Chair and Registrar are open. President Spor said two people were interested in Hospitality Chair, Sami Smith with Tualatin Valley Fire and Rescue and Dulcy Pierce with McKenzie River Fire and Rescue. Sami Smith decided that with her role as Secretary she was not ready to take on another duty, and if Dulcy would like the position she should be appointed. Julie will talk to Dulcy to be sure she is still interested, and appoint her at the January meeting. President Spor mentioned that the role of Registrar will be open as of Fall Conference. Laoreal Williams will continue the role until then and mentor someone if they are interested. Trish Lutgen with Aumsville is interested and Laoreal and Trish will work together.

**Region Representative Pam Webber made a motion, seconded by Protocol Chair Rhonda Grant to approve the committee appointments. Motion carried with an aye votes by members present.**

**Raffle Outcome Report:** Treasurer Jamie Vohs reported that \$906 was raised from the raffle, which the highest raffle amount since she can remember since becoming Treasurer.

**Merchandise:** Merchandise Representative Bethany Emmert reported that she sold about \$850 worth of merchandise during the Conference.

**Future Board meeting dates were established at the following Locations:**

President Julie Spor requested to hold the 1<sup>st</sup> Quarter meeting via phone conference due to the unpredictable weather. Tualatin Valley Fire and Rescue offered to set the meeting up through their WebEx service on January 10, 2018.

Second Quarter meeting will be held the day before the start of Spring Workshop in the Newport area depending on workshop location.

President Julie Spor asked if there were any objections to moving the July OFSOA Meeting from Wilson Heirgood to DPSST. Region 3 Representative Pam Webber said she would attend via phone conference. Region 1 Representative should be able to attend.

The October board meeting will be held at the Riverhouse in Bend on October 16, 2018 at 3p.m.

President Julie Spor will distribute the official meeting dates and times, after a discussion with Jeff Griffin at Wilson Heirgood.

**GOOD OF THE ORDER:**

President Julie Spor reminded Treasurer Jamie Vohs that if OFSOA is unable to have someone record the January meeting for free, then the budget line item will need to be increased for that meeting.

President Julie Spor said that evaluations from the Conference will be summarized and sent to her and the Board members. So far it looks like everyone enjoyed the Conference.

Communications Chair Ashley Naught presented the idea of creating an OFSOA Facebook page to share photos, and information from our Conferences and Workshops. Since everything seems to be moving digital it could be a good idea. President Julie Spor asked Ashley to draft a procedure to bring to the January meeting to discuss the options further.

No further business was discussed, and the meeting was adjourned at 12:14 p.m.

Next meeting January 10, 2018 at 1:00p.m. Via teleconference.

Respectfully submitted,

Sami Smith, Secretary