

OREGON FIRE SERVICE OFFICE ADMINISTRATORS
Board Meeting Minutes –Annual Business Meeting
Ashland Hills Inn & Suites
October 19-20, 2016

President Susan Shepard called the meeting to order at 11:58 a.m. on October 19, 2016

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
- ✓ 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 Anderson-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

Life member Pat Cane was introduced by President Shepard. Pat is a founding member of our organization and a wealth of information.

Susan Shepard introduced the Board Members.

Reports:

Treasurer – Jamie Vohs reported on the financials of the organization. Currently we have \$21,694 in the checking account. Income is coming in as normal and expenses for conference are still coming in, but are tracking normal as well.

Regional Representatives:

Region 1 – Jennifer Fox reported she has eight members and two are new since last conference.

Region 3 – Robin Paulson reported she has 29 members, 18 of which are scheduled to attend this conference.

Region 4 – Diane Nave reported she has 45 members. She introduced her new members who are attending conference.

Business Items:

1. Rhonda Grant reported the following are open positions: President, Secretary and Regions 1, 2, 3 and 5. She discussed the nomination procedure and said if anyone is interested in filling a position they will need to fill out an application, get their Chief's support and get certified by the Board.
 - a. She announced she has received the following nominations and asked for any other nominations from the floor:
 - i. President – Julie Spor
 1. No other nominations received and nominations were closed.
 - ii. Secretary – Sami Smith
 1. No other nominations received and nominations were closed.
 - iii. Region 1 – Jennifer Fox
 1. No other nominations received and nominations were closed.
 - iv. Region 2 – Alison McGrath
 1. No other nominations received and nominations were closed.
 - v. Region 3 – Pam Webber
 1. No other nominations received and nominations were closed.
 - vi. Region 5 – Tammy Waters
 1. No other nominations received and nominations were closed.
 - b. Rhonda announced the following appointed positions are also open:
 - i. Education Chair
 - ii. Membership Chair. Bonita Johnson has expressed interest in this position.
 - iii. Merchandise Chair. Kimberley Summers has expressed interest in this position.
 - iv. Please let Rhonda know if you are interested in filling a position.
2. Tomorrow at 7:30 a.m. the Audit Committee will meet to review the financials of the organization. You do not have to have experience to sit on this committee. The following members volunteered to help with the audit: Bonnie Graham, Mary Lou Busch, Lilee Rodriguez, Bethany Emmert and Julie Spor.

***No new business was discussed and the meeting recessed at 12:10 p.m. on October 19, 2016.**

President Susan Shepard resumed the Annual Business Meeting at 11:57 a.m. on October 20, 2016.

Committee Reports:

Membership Chair – Amy Rice introduced herself and said she will be stepping down as Membership Chair after conference due to life and health issues and nothing to do with the position itself. She will remain in OFSOA and will support whoever takes on the position. She reported there are 131 current members. Amy also does the Scrapbook and Photo Roster for the organization and is in charge of the Member's Corner of the website.

Protocol Chair – Rhonda Grant discussed the Procedure Manual and said it is a working document and is posted on the website. The Bylaws are also worked on by the Protocol Chair and any changes made to the Bylaws must come before the Membership.

Merchandise Chair – Tammy Robbins has 26 new items to sell. Some items are on clearance. If you see something you like, but it's not your size, let her know and she will order it for you. Also, if you have an idea of something you'd like to see in the store, let Tammy know.

Hospitality – Paula Landrus will have the Hospitality Suite open after the banquet for all members to come and hang out. It is in room 315 and has double red doors, easy to spot.

Website – Laura Houston will be busy working through each page of the website to update/change. It has been 10 years since the last update. If you have ideas or comments on the website, please let Laura know. She also told members that their Region Rep can get them on the website.

Communications – Ashley Naught sent the Newsletter out in September. If you have ideas on what you'd like to see in the Newsletter or have an article to submit, please let Ashley know. Ashley would like it to be useful. She will do a first call for articles after the first of the year.

Auditor/Registrar – Laureal Williams reported that most members signed up for the conference through the online registration process. This is a great event with a tremendous turnout. We have eight new attendees at this event. If anyone is interested in being the Registrar, let Laureal know.

Education Chair – Pam Webber reported the Board has talked in great length about the need for more financial classes and HR classes. Pam will be working on a portfolio of classes for the next conference. She reminded members to fill out ideas of classes on their survey forms. She said her position is open so if you're interested please come talk to her.

Accreditation – Vickey Dosier has a few additional Accreditation Guidelines which have been added. She is working on the IV Level of Accreditation. She will be handing out five awards tonight at the banquet.

New to You – Deb Keehn has a lot of items on clearance in the store. Come check them out.

Business Items:

1. Nominations speeches were given by the following people:
 - a. Julie Spor for President
 - b. Sami Smith for Secretary
 - c. Jennifer Fox for Region 1
 - d. Tammy Waters for Region 5
 - e. Pam Webber for Region 3
 - f. Rhonda Grant read a speech for Alison McGrath for Region 2, who was unable to attend.
2. Rhonda Grant discussed the election process. Only active and retired members can vote. After the vote, the new officers will be installed at the banquet. *A motion was made by Diane Nave to cast a unanimous vote for the positions. Pam Webber seconded the motion, which passed unanimously.*
3. The 2017 Workshop will be hosted by Sally Cravinho and Bethany Emmert of OSFM and will be held at the Keizer Fire Station on April 20-21, 2017.
4. The 2017 Conference is tentatively scheduled for Lebanon, Oregon.
5. The 2018 Conference is tentatively scheduled for Depoe Bay, Oregon.
6. The 2018 Workshop is tentatively scheduled for Bend, Oregon

7. President Shepard encouraged members to respond to email blasts when they come in. They are very helpful for our members.

No further business was discussed and the meeting adjourned at 12:18 p.m. on October 20, 2016.

Respectfully submitted,

Julie Spor
Secretary