

OREGON FIRE SERVICE OFFICE ADMINISTRATORS
Board Meeting Minutes – 1st Quarter
DPSST, 4190 Aumsville Highway, Salem, OR 97317
January 14, 2015

Board President Susan Shepard called the meeting to order at 1 pm and did roll call.

Executive Board:

Present President Susan Shepard, Polk County Fire District
Present Vice President Deb Keehn, Jefferson Fire District
 Secretary Julie Spor, Sisters Fire District
By phone Treasurer Jamie Vohs, Black Butte Ranch Fire District
Present Immediate Past President Rhonda Grant, Stayton Fire District
Present Region 1 Rep Jennifer Fox, La Grande Fire Department
 Region 2 Rep Lois Smith, North Lincoln F& R District 1
 Region 3 Rep Robin Paulson, Illinois Valley RFPD
 Region 4 Rep Mary Lou Busch, Mist-Birkenfeld RFPD
By phone Region 5 Rep Paula Landrus, Crook County Fire & Rescue

Committee Chairs:

 Education Chair Pam Webber, Medford Fire Department
 Membership Chair Amy Anderson-Rice, Roseburg Fire
 Communications Chair Stacy Brainard, Klamath County FD #1
Present Protocol Chair Susan Barrett, Port of Portland

Subcommittees:

Present Accreditation Chair Vickey Dosier, Keizer Fire District
 Newsletter Editor Stacy Brainard, Klamath County Fire District
 Good Will Representative Lois Smith, North Lincoln F & R Dist. 1
Present Merchandise Coordinator Tammy Robbins, Jefferson Fire District
 Scholarship Deb Keehn, Jefferson Fire District
 New-To-You Store Cheryl Miles, Silverton Fire District
Present Auditor Laoreal Williams, OFDDA

Introduction of Guests: Pat Cane by phone.

Approval of Minutes: The following meeting minutes were presented and reviewed: 4th Quarter Board Meeting Minutes (October 14, 2014), Annual Business Meeting (October 15 & 16, 2014) and Post Conference Board Meeting (October 17, 2014). *A motion was made by Deb Keehn to approve all meeting minutes listed above. Jennifer Fox seconded the motion, which passed unanimously.*

Correspondence:

- President Shepard sent out Thanksgiving and Christmas greetings. In doing so she heard back from Netarts-Oceanside's Chief that their Administrative Assistant, Glenda Wagner, had passed away. She offered our condolences and any assistance they may need.
- Lois Smith is having hip surgery today.
- KrieAnne Kudar at North Lincoln Fire & Rescue had minor surgery recently but is doing well and back to work.
- Susan Shepard read a memo from Fire Chief Tim Moor from Redmond Fire, who commended OFSOA for the quality of our Strategic Plan.
- Robin Paulson is back to work after her serious surgery.

TREASURER'S REPORT:

The Treasurer's Report was distributed and reviewed by Treasurer Jamie Vohs. The checking account balance is \$ 11,745.00. *A motion was made by Deb Keehn to approve the Treasurer's Report as presented. Susan Barrett seconded the motion, which passed unanimously.*

REPORTS OF THE REGIONAL REPRESENTATIVES:

Region 1: Jennifer Fox reported that she sent correspondence to region members; she also sent members a link to the recap of the fall conference, which is located on our website

Region 2: Lois Smith - she is currently having hip surgery. Nothing to report at this time.

Region 3: Robin Paulson - Rhonda reported that Robin had emailed her report: She is not able to phone in because this is her first week back to work full-time since October, due to having surgery. She wants to thank those who have kept her in their prayers. A card will be sent on behalf of OFSOA. Robin stated that Lorin Fenner from Jackson County District 3 has left the fire service to go to work for the Jackson County Commissioners. She will definitely be missed. Robin's assistant, Alison Arnold, has put in her notice and will be leaving Illinois Valley Fire to work with the Federal Forest Service. Robin is glad to say goodbye to 2014 and looking forward to starting 2015 with hope and encouragement.

Region 4: Mary Lou Busch emailed her report. She had planned on phoning in but was unable to due to a past member of her department being killed in an MVA last night. She contacted her members after conference with the highlights of the classes and encouraged them to attend upcoming workshop. She presented her past Chief, David Crawford with his 20 year service award and Ronda Melton at Scappoose RFPD with her 15 year award and encouraged her Chief to send her to workshop. She has added new members into the website and mailed them the welcome letter and brochure.

Region 5: Paula Landrus reported she will be contacting some agencies in her region about attending the conference in Klamath Falls (Forest Service and other agencies that Kim Probst said have shown interest in our organization and the conference in that area). Paula told us that Bonita Johnson's brother passed away last week and her sister-in-law is not doing well. Tammy will send out a card on behalf of OFSOA.

Region Liaison: Rhonda Grant reported that she has updated the contact list for the Orientation Manual and prepared copies for new members. There were 13 members in the Orientation session at conference. She emailed them asking for feedback on the session and if there was anything we could improve on. All thought the session was beneficial and appreciated the information to help them become more familiar with the organization.

COMMITTEE REPORTS:

Membership: Nothing to report at this time.

Hospitality: Nothing to report at this time.

Merchandising: Tammy Robbins reported she sold 26 items at conference totaling \$322; did receive the Square for debit purchases and will be available at workshop; have several speaker gift items available; tumblers are nearly gone so would like to look at getting another water bottle, travel mug or something along that line.

New to You: Deb Keehn has been in contact with Stacy Brainard that she will have New to You store at the workshop and will be having a Spring Sale. Tammy Robbins and Deb are looking at getting totes with wheels to make moving items easier.

Good Will: Susan Shepard reported for Lois Smith stating she has started tracking who she sends cards to.

Education: Nothing to report at this time.

Accreditation: Vickey Dosier reported: She has contacted Jamie Vohs to get the sign-in sheets from conference. Amy Anderson-Rice is working up the proposal on the 4th level of Accreditation and is hoping to have that to

Vickey by February. Diane from Newberg is corresponding with Vickey to plan the accreditation session at workshop.

Event Resource Contact: Susan Shepard reported for Bonita Johnson. Bonita apologized for not being able to attend or call in, but did send her report via email. Bonita will continue in the event/hospitality position but at the 2015 conference she would like to promote these and get someone lined up to work with her as she plans to retire in a couple years. The 2015 Conference in Klamath Falls is well under way. Kim Probst and Stacy Brainard are doing a great job putting it together. She visited Shilo Inn this past weekend when she was in Klamath Falls and it is a very nice facility. The 2016 Conference has been changed from Eugene to Ashland due to a conflict with Valley River Inn and the Eugene Hilton. Both venues were not able to guarantee us rooms or meeting space due to a commitment for the Oregon football games. Lane Rural will be considering a workshop instead of a conference. She will have more on this at a later time.

Scholarship: Deb Keehn reported she will come up with a deadline for scholarship applications for the Workshop. The scholarship process is working really well and the Region Reps are doing a great job getting the information out to the membership. A discussion was had regarding our policy on repeat applications.

Protocol: Susan Barrett reported the Procedure Manual was approved in October. She plans to go over any changes to the manual at each quarterly meeting, implement them and approve them in October. The latest version has been posted to the website. Susan reported she is retiring in March of 2016 so she will be looking for someone to take on this position.

Audit Committee: Laureal Williams thanked Mary Lou Busch for taking over the Audit process during the fall conference and commended Jamie Vohs for doing a great job as Treasurer. The current process where Laureal opens the mail, deposits the checks, and mails copies to Jamie and Jamie sending reconciliations for Laureal to review is working well. The organization's financials are healthy. We are gearing up for online registration for the Newberg workshop and your feedback is appreciated regarding the registration process. Laureal commended Deb Keehn for responding so quickly with Scholarship requests.

Communication/Newsletter: Susan Shepard reported for Stacy Brainard who emailed her report. The newsletter will be going out shortly and she asked that articles be sent in as soon as possible.

Important Dates:

- 2/6/15 ~ news articles and workshop info due to Stacey Brainard.
- 2/23/15 ~ Newsletter posted on website, electronic version emailed to members.

Website: Nothing to report at this time.

LIAISON REPORTS:

OFDDA: Mark Kreutzer is the new Board President. January 24 is OFDDA's next board meeting. OFSOA has been invited to help with their conference planning. Their next conference is November 5-7 in Seaside and they would love help at the registration desk from OFSOA members

Oregon Fire Bridge: Liaison David Gullledge sent in his report. The 2013 Annual Report Supplement is available on OSFM's website. OSFM would like incident data for calendar year 2014 to be submitted by January 31 to the OSFM. In-house training on NFIRS is available as well as other training on incident reporting. A Juvenile Firesetter Intervention class is scheduled for Feb. 3-4 at Coos Bay Fire.

Oregon Life Safety Team: Nothing new to report at this time but she always mails out notices, minutes, training opportunities, etc. for the team.

OFCA: Chief McQueen sent in a report. Chief Kevin Henson has resigned from the OFCA board, but progress continues on the Volunteer 360 project. A Collaborative Interface Taxation committee is looking into the issue of taxation of forest lands in rural fire districts.

Business Items:

- 1) Conference 2014 Evaluation Survey results (Eagle Crest) Susan Shepard reviewed the survey: overall attendees were very satisfied with the conference, great job to the planners, great conference; suggestions were given for hospitality; suggested topics for next conference – diversity, shorter sessions with more topics is good, something on personal improvement, The Trust Edge (David Horsager). Things members would like to see OFSOA accomplish: board members move around to meet more people; board members need to not discuss business during presentations e.g. talking 😊. OFSOA was asked to have a table with information at the Fire Service conference – brochure, photos, etc. Discussion on having binders and handouts at conferences due to cost and time to assemble. Options were printing handouts yourself ahead of time, additional charge if you wanted a binder, etc. Susan Shepard asked Laureal if she might put together some questions in a survey format to the members regarding having handouts, binders, emailing the handouts ahead of time, etc. She agreed.
- 2) Workshop 2015 – April 16 and 17, 2015, Newberg Fire District, Diane Nave & Donna Fleishman- plan to have an Accreditation session and looking for assistance from people who have achieved accreditation. They sent a copy of the flyer for the workshop themed “Uncorking Your Potential”.
- 3) Conference 2015 – October 14-16, 2015, Klamath County Fire District @ The Ross Ragland Theater & Cultural Center, Stacy Brainard & Kim Probst reported via email; have signed rental agreement with Ross Ragland Theater & Cultural Center, working on lodging; have completed their draft budget; have contacted the majority of the instructors and the banquet speaker. Their goal is to have almost everything confirmed by Spring Workshop.
- 4) Workshop 2016 is open for a host.
- 5) 2016 Conference – Ashland plans to host. (see Bonita’s report under Event Resource Contact)
- 6) Plaque from Oregon Honor Guard – Susan Shepard presented “The Creation of the Firefighter” plaque that was given to OFSOA from the State Honor Guard thanking OFSOA for our donation. Susan asked if we can display it at the Fire Service Center – all in attendance agreed that would be a fitting place for displaying.
- 7) Board meeting at OFDDA office discussion- OFDDA would like us to know their facility is always available for our use for meetings, etc. Discussion on moving one of our meetings there.

Other Business/Good of the Order:

Noted that signers on checks do not need to be updated. Laureal asked how the new policy about not needing a second signature for checks for \$500 or less was working. Jamie said it was very helpful but she still tries to get Julie’s signature just for another set of eyes and verification.

Susan Shepard – so many of our members have been affected by cancer that maybe it would be a good idea for our organization to do something to support cancer research – discussion on having a team participate in walks, having OFSOA pink shirts. Susan asked Deb to find out more about the Albany walk and Tammy will look at the cost to purchasing shirts.

Susan Shepard reported that she was honored to present Laureal with the President’s Award at the Oregon Fire Service Conference.

Meeting adjourned at 2:45.

Respectfully submitted by,
Rhonda Grant on behalf of Secretary, Julie Spor